



314 Airport Road,  
Tyendinaga Mohawk Territory, ON  
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P. 613.396.2122  
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Employment Opportunity

## Pathways Projects and Admissions Support

1 Year Contract – April 2025 – March 31, 2026

### About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

### Description:

The Pathways Projects & Admissions Support role provides administrative and project-based assistance to support student transfer, Prior Learning Assessment and Recognition (PLAR), and pathway initiatives at FNTI. This position works closely with the Pathways Coordinator, academic staff, and admissions team to streamline student pathways, document transfer credit processes, and support the development of Indigenized assessment frameworks.

This is a non-managerial position focused on supporting projects, coordinating information, and assisting with administrative processes related to pathways and admissions.

### Responsibilities:

#### Transfer Credit & PLAR Assistance

- Assist in assessing and documenting transfer credits for students with existing post-secondary credentials in collaboration with the academic team.

- Support the review and organization of transfer credit information from non-post-secondary programs, community schools, and immersion schools.
- Provide administrative support for the development of Indigenized PLAR Assessment Framework, including:
  - Assisting with data collection, research, and documentation.
  - Supporting Elder and Knowledge Holder engagement in PLAR assessments.
  - Helping to develop culturally responsive assessment tools.

## 2. Admissions & Pathways Support

- Assist in the development and implementation of the Four Lodges Admissions Model, including:
  - Supporting engagement with Indigenous Knowledge Holders.
  - Helping to organize and document admissions processes and frameworks.
  - Collecting student data for individualized pathway planning.
- Provide logistical and administrative support for building the Indigenized Transfer Assessment Framework, including:
  - Coordinating meetings and tracking discussions with Knowledge Holders and institutional partners.
  - Assisting in documenting and reviewing student transfer data to create standardized reporting templates, in collaboration with Information Technology Systems Support team.
  - Supporting research on provincial and national post-secondary transfer standards.

## 3. Administrative & Data Coordination

- Maintain and update a digital database for course outlines, ensuring accessibility and compliance with academic policies.
- Work closely with academic team and the Registrar's Office to streamline pathway assessments and admissions processes.
- Support learners to interpret and communicate policy and procedures related to student pathways and credit transfer.

## 4. General Support & Additional Duties

- Assist with event planning, documentation, and logistics for meetings, workshops, and Learner Support Sessions.



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- Provide general project and administrative support as needed.
- Assist with Academic Planning and Organizational support in collaboration with the Case Management Team.
- Assist with Mature Student Testing.
- Assist with Annual Transfer Fair
- Other duties as assigned by the Pathways Coordinator or Registrar's Office.

## Qualifications & Competencies

- Post-secondary diploma or degree in education, administration, Indigenous studies, or a related field, OR a combination of education and experience deemed equivalent by FNTI.
- Experience working with Indigenous learners and communities, particularly in a post-secondary or educational setting.
- Strong administrative, organizational, and data management skills.
- Proficiency in MS Office 365 and digital database management.
- Effective communication skills with the ability to work collaboratively with learners, faculty, and external partners.
- Knowledge of Indigenous post-secondary education frameworks, PLAR, and student transfer processes is an asset.
- Commitment to Indigenous pedagogies and decolonized education approaches.
- Valid Ontario class 'G' driver's license and willingness to travel if needed.

## Conditions of Employment:

- Willing and able to travel on occasion as well as work overtime as required
- Successful candidates must provide a satisfactory CPIC and vulnerable sector check

## Notes:

- All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- Must be legally entitled to work in Canada
- This is a new position posting.



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### To Apply:

To express your interest in this position, please submit your cover letter, resume, and two references to [hr@fnti.net](mailto:hr@fnti.net)

Thank you for your interest. Please note only those selected for an interview will be contacted.