



314 Airport Road,
Tyendinaga Mohawk Territory, ON
K0K 1X0

P. 613.396.2122
TF. 800.267.0637
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Employment Opportunity

Registrar Assistant

1 Year Contract – April 1, 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:

Under the direction of the Registrar, the Registrar Assistant is responsible for assisting in the admission and registration processes of students applying to the FNTI's postsecondary certificate, diploma and degree programs.

Responsibilities:

- Provides clerical support in all areas of the application and registration process.
- Respond in a timely manner to inquiries through phone, email, fax and in-person visits.
- Assists in maintaining confidential records on the student information system.
- Maintains up to date share point files and folders with university and college partners.
- Confirm various forms (funding and enrolment) from outside funders, and other partners.
- Assists applicants in accessing their secondary and post-secondary transcripts for evaluation in the admission process.

- Produces FNTI transcripts upon request from current and former students.
- Keeps applicants and recruiting team members informed about the status of applications as required. Support the development of strategic enrolment management processes for developing active programs.
- Maintains and updates accurate records on all applicants and ensures effective input to the student information management system.
- Produces application and enrolment reports for the Registrar
- Other duties and responsibilities assigned by the supervisor.

Qualifications:

Education and Experience:

- Two-year post-secondary diploma in office administration, business or another related program; and
- Two years of relevant, progressive work experience in an office environment, preferably including in a post-secondary or Indigenous environment with exposure to the admissions process; or
- A combination of education, training and experience which FNTI deems to be equivalent

Other Knowledge, Skills and Abilities:

- Knowledge of FIPPA (Freedom of Information and Protection of Privacy Act)
- Excellent organizational skills and time management skills to meet tight deadlines
- Ability to use sound judgement and discretion, with strong problem-solving skills
- Ability to perform in a complex, highly sensitive environment while maintaining confidentiality
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office, Orbund and other relevant systems
- Excellent written and oral communications skills.
- Excellent analytical skills and attention to detail
- Strong customer service focus with a pleasant attitude
- Knowledge in the field of Indigenous post-secondary education



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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 currently vacant position.
- Starting wage - \$20.78/hour

To Apply:

To express your interest in this position, please submit your cover letter, resume, and two references to hr@fnti.net

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