



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

Admissions Coordinator

1 Year Contract

Remote

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 Admissions Coordinator plays a crucial role in the recruitment and enrollment process, serving as the primary point of contact for prospective students and guiding them through the admissions process with professionalism and empathy. The ideal candidate will have a passion for Indigenous education, excellent communication skills, and a strong commitment to fostering a supportive and inclusive environment for all students.

Responsibilities:

Application Process Management

- Assist prospective students with the application process, providing clear guidance on completing applications and submitting required documentation.
- Review and evaluate student applications verifying documentation, to ensure they meet the admission criteria.
- Coordinate the processing of application materials, verifying validity of official transcripts, letters of recommendation, and other supporting documents.
- Decision making authority to send offers and quality assure through Registrar.



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- Ensure that all admissions procedures and requirements are followed accurately and efficiently.

Admissions Counseling

- Advising and Guidance: Provide personalized guidance and support to prospective students throughout the admissions process, including assisting with program selection, answering questions about admissions requirements and procedures, and addressing any concerns or barriers to enrollment.

Cultural Sensitivity

- Demonstrate cultural competence and sensitivity in all interactions with Indigenous students and communities, recognizing and respecting diverse cultural backgrounds, traditions, and perspectives.

Data Management and Reporting

- Maintain accurate and up-to-date records of student inquiries, applications, and admissions decisions in the admissions database.
- Prepare regular reports on admissions activities, application trends, and outcomes for the Registrar and other stakeholders.
- Analyze admissions data to identify areas for improvement and inform strategic planning.
- Interprets admissions policies and processes and provides critical input to Enrolment Management team for process improvements and required changes.

Collaboration and Coordination

- Work collaboratively with academic departments, student services, and other relevant units to ensure a seamless admissions process.
- Participate in professional development opportunities to stay current on best practices in admissions.
- Coordinate with the financial aid office to assist students in understanding and applying for financial aid and scholarships.
- Liaise with student support services and Financial Aid to ensure that admitted students receive the necessary support for a smooth transition to FNTI.
- Collaborate with IT services/Academics/ Student Services/Pathways Coordinator and partners



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to enroll/withdraw students in/from classes and to process grades and Incomplete Learning Contracts and Academic Plans as required.

- Liaise with Post Secondary partners to maintain accurate enrolment/graduation records

Qualifications:

- Bachelor's degree or Diploma in related field (education, counseling, social sciences, etc.) preferred Experience in admissions, recruitment, or student services, preferably in a higher education setting for 3-5 years
- A combination of education, training and experience which FNTI deems to be equivalent
- Knowledge of Indigenous cultures, histories, and communities, with a demonstrated commitment to Indigenous education and empowerment
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse audiences and build positive relationships
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities simultaneously
- Excellent analytical skills and attention to detail
- Proficiency in computer applications, including Microsoft Office and student information systems Knowledge of FIPPA (Freedom of Information and Protection of Privacy Act)
- Ability to work independently and as part of a team in a fast-paced and dynamic environment
- Ability to use sound judgement and discretion, with strong problem-solving skills
- Flexibility to work occasional evenings and weekends, as needed, for recruitment events and activities
- An acceptable Criminal Record Check.

Conditions of Employment:

- Willing and able to travel on occasion as well as work overtime as required
- Successful candidates must provide a satisfactory Criminal Records and Judicial Matters – Level 2 Check.

Notes:



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- 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, specifically Ontario.
- This is a vacant position posting.
- Starting hourly rate of \$30.42.

Applications will be accepted until September 19, 2025

To Apply:

To express your interest in this position, please submit your cover letter, resume, and two references to [FNTI Careers — FNTI](#)

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

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.