



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

Academic Development Assistant

Position Type: Contract – Summer Student Position (candidate must be between the ages of 15-30)

Position Status: New Position

Location: Remote

Reports To: Program Manager

Hourly Rate: \$17.60, plus 4% vacation pay

This position is funded by the Canadian Government, Canada Summer Jobs program. Which requires that the following eligibility criteria be met -

To be eligible for Canada Summer Jobs, your participant must:

- *be between 15 and 30 years old at the start of their summer job*
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job **and***
- *be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations*
 - *This includes having a valid Social Insurance Number at the start of their summer job*

About FNTI (First Nations Technical Institute)

FNTI is an Indigenous-owned and governed post-secondary institution dedicated to serving Indigenous learners. Established in 1985, FNTI has graduated over 4,000 students through certificate, diploma, and degree programs delivered in partnership with Ontario's colleges and universities.

As a First Nation-mandated, not-for-profit, and registered charitable organization accredited by the Indigenous Advanced Education and Skills Council (IAESC), FNTI delivers a range of post-secondary programming grounded in Indigenous knowledge and community connection. Through its community-driven and intensive delivery model, FNTI enables



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learners to remain connected to their families and communities while pursuing meaningful educational and career pathways.

Since the Indigenous Institute Act, 2017, FNTI has advanced the development of independently accredited degree programs, created by Indigenous people, for Indigenous people. Programming is delivered from its main campus in Tyendinaga on the Bay of Quinte, as well as virtually.

Position Summary

The Academic Development Assistant will play a key role in supporting the academic team during the summer term. This position is ideal for a post-secondary student with an interest in education, Indigenous studies, curriculum development, or academic administration. The successful candidate will assist in planning, researching, and organizing academic resources to enhance student and faculty support across FNTI programs.

Key Responsibilities

- Assist with the preparation, editing, and formatting of academic documents and learning materials.
- Support the team in ensuring the accessibility of academic resources.
- Support the team with research tasks, including literature reviews and resource gathering for course enhancement.
- Help in the coordination and tracking of curriculum development or revision projects.
- Maintain databases and organize academic records, course outlines, and policy documents.
- Assist in developing or updating student and faculty support materials such as handbooks, guides, and templates.
- Participate in planning meetings and take meeting minutes when required.
- Contribute to initiatives that support Indigenous knowledge integration in curriculum.
- Perform general administrative duties as needed.



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Qualifications

- Currently enrolled in a post-secondary program (e.g., Education, Indigenous Studies, Social Sciences, or related field).
- Strong research and organizational skills.
- Proficiency in Microsoft Office Suite and/or Google Workspace.
- Excellent written and verbal communication skills.
- Familiarity with Indigenous cultures, knowledge systems, and community contexts is a strong asset.
- Ability to work independently and collaboratively in a team environment.

Additional Assets

- Experience with academic writing or curriculum design.
- Comfort in using digital collaboration tools (e.g. Zoom)
- Previous experience working in a post-secondary or Indigenous organization setting.

Conditions of Employment

- Willing and able to travel occasionally and work overtime as required.
- Successful candidates must provide a satisfactory Criminal Record Check.
- Must be legally entitled to work in Ontario, Canada.

Equity, Inclusion & Accessibility

FNTI is an inclusive employer. We welcome applications from candidates with diverse backgrounds and experiences. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation at any stage of the recruitment process.

To request accommodation during the application process, please contact hr@fnti.net with the job title and accommodation details.



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FNTI provides preference to qualified applicants of Indigenous ancestry who self-identify.

How to Apply

Interested candidates are invited to apply through the **FNTI Careers website** ([FNTI Careers — FNTI](#)) by submitting:

- A cover letter outlining interest and qualifications
- A current resume

Applications must be submitted online through the FNTI Careers site by **May 31, 2026**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Posting Date:

May 6, 2026

Application Deadline:

May 31, 2026