



# GARDEN RIVER FIRST NATION



## Employment Opportunity

**Position:** ADMINISTRATIVE SUPPORT WORKER (35-HOUR WORK WEEK)  
**Duration:** CONTRACT – **April 1<sup>st</sup>, 2021 (With possible extension)**  
**Salary:** \$17.37 – \$19.55/hr (**Pending education & experience**)  
**Department:** EDUCATION DEPARTMENT  
**Reports to:** MANAGER, EDUCATION DEPARTMENT

**\*Garden River Members encouraged to apply\***

### Summary of Function:

The Administrative Support Worker is responsible for assisting in the implementation of the In-School and Post Secondary Student Support Programs. The Administrative Support Worker functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

### Duties/Responsibilities:

- Assisting in the implementation of the In-School and Post-Secondary student support programs under the direction of the Manager, Education Department;
- Interviewing and assisting students in applying for funding, selecting eligible courses/programs;
- Assisting students in choosing an educational institution, securing accommodating, scholarship/awards information from other agencies/organizations;
- Acting as a liaison in basic educational matters between students, teachers, college/universities, GRFN and Indigenous Services Canada when post-Secondary Counsellor/Liaison Workers are out of the office;
- Receiving calls and relaying messages and providing basic information/answers to inquiries from the public; students; etc;
- Intake Worker Duties & Responsibilities:
  - Collects and enters all intake information for post-secondary applications and In-school support program and inputs data into database;
  - Requesting updated information requirements from students/parents and/or schools via phone, mail, email, etc.
  - Maintaining up-to-date college/university information; assisting Post Secondary Counsellor and Liaison Workers in their routine and/or daily tasks while they are out of the office;
  - Ensuring Release of Information forms are sent to appropriate schools/institutions;
  - Ensuring all applications, forms, etc. are up-to-date and sufficient copies are available;
  - Assisting with administrative duties;
  - Maintaining accurate up-to-date student lists;
- Performing other related duties as may be required and assigned

### Qualifications

- Preferred one-year college certificate in a related field
- Required one-year related experience
- Related skills including data base program knowledge, data entry input skills and spreadsheet creation
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Ability to use good judgement in assessing difficult situations
- Ability to be consistent and display a positive/helpful attitude
- Flexibility required to keep pace with an ever-changing environment
- Stamina, sensitivity and strong negotiation and advocacy skills
- Willingness to accept changes in work practises and technology
- Ability to work under pressure to meet deadlines
- Ability to work independently and collaboratively as a member of a team
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written
- Excellent computer skills including MS Word, Excel, Outlook, Internet and Email
- Ability to report for work as scheduled
- Ability to attend work regularly
- Must undergo a criminal record check prior to employment


Interested applicants can email or drop off their cover letter, resume, and three work related references by **Friday, September 25<sup>th</sup>, 2020 @ 12:00 NOON.**

Please address the envelope and/or email **"Administrative Support Worker – 2020-58"** and submit to:

**Human Resources  
Garden River First Nation,  
7 Shingwauk Street,  
Garden River, ON  
P6A 6Z8**

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

**Date Posted: Friday, September 11<sup>th</sup>, 2020**

  
Paul Calic, Human Resources Manager

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.