

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

Multi-Purpose Clerk, Post-Secondary Program (PSP) Thunder Bay, ON

The Multi-Purpose Clerk will assist the post-secondary counselling team with various tasks. The ideal candidate must be proficient in Microsoft Office. This position will involve a large amount of filing. The Multi-Purpose Clerk must be flexible to adapt to varying responsibilities with students and staff. This position will report to the Head Post-Secondary Counsellor or designate.

Qualifications:

1. Diploma in office administration or equivalent experience will be considered.
2. Excellent organizational skills
3. Excellent communication skills both verbal and written
4. Able to maintain confidentiality
5. Ability to multi-task and prioritize efficiently during peak periods
6. A sensitivity to and understanding of First Nations culture, lifestyles and traditions
7. Fluency in Oji-Cree, Ojibwe or Cree preferred.

Responsibilities:

1. Maintain all program documents and ensure everything is filed accordingly
2. Assist counsellors with student travel
3. Prepare and maintain student distribution lists and files
4. Maintain the social media platforms for the PSP
5. Prepare letters for post-secondary students
6. Develop and foster positive relationships with students and staff
7. Liaise with parents, external counselling agencies and health professionals
8. Order/purchase and/or deliver supplies as required
9. Ensure PO's and expenses are submitted accurately and on time
10. Assist staff/students in completing the Education Assistance Application Forms
11. Promote student retention
12. Assist students with printing and photocopying
13. Maintain the student computer room
14. Other duties as assigned

SALARY: Based on Education and Experience

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This position is open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnecon.ca