



JOB ADVERTISEMENT

Job Title: Post-Secondary / McGill Coordinator

Location: MTIE Board Office

Department: Post-Secondary Programs

Position Type: Full Time Temporary

Reports To: C.E.O.

Position Overview:

The Post-Secondary / McGill Coordinator supports Mamu Tshishkutamashutau Innu Education by providing administrative and operational assistance to ensure the smooth delivery of McGill University's Certificate in Education for First Nations and Inuit Program. The candidate is responsible for facilitating effective communication between students, instructors and McGill advisors, managing scheduling and documentation, and assisting with various tasks related to student academic progress. The candidate will also be responsible for coordinating all other post-secondary student files.

Key Responsibilities:

- **Administrative Support:** Maintaining contact with Office of First Nations and Inuit Studies (OFNIE), McGill University. Maintain accurate and up-to-date records of student records and contact list of instructors. Arrange payments for students as determined by their program.
- **Student Interaction:** Provide information on program requirements, and academic resources. Advise and support students throughout the program.
- **Documentation and Data Management:** Maintain information on students regarding the progress of their program, update student files, academic plans, and progress reports. Ensure confidentiality and accuracy of student information.
- **Communication:** Facilitate communication between MTIE and students through email, phone, and in-person interactions. Address routine inquiries and discuss complex issues with the appropriate McGill staff. Regular contact with students concerning courses, schedules, payments.
- **Event Coordination:** Assist in organizing special events as needed, such as job fairs. Support the development of materials and resources for these events.



- Office Management: Perform general office duties such as managing supplies, maintaining office equipment, and ensuring a professional and welcoming environment for students and visitors.
- Budget Management: Ensure that budgetary guidelines and financial objectives of the Program are met. Work closely with the Finance team to analyze spending patterns and recommend adjustments to the budget as needed.
- Reporting: Prepare detailed monthly report to MTIE leadership on the progress of the Program. Ensure timely completion of reporting requirements to Indigenous Services Canada and other potential funders.

Qualifications:

- Education: Diploma in Office Administration or equivalent and several years administrative experience.
- Experience: Previous experience in an administrative or support role, preferably within an educational or academic setting. Experience with student services or facilitating programs is an asset.
- Skills: Strong organizational and multitasking abilities. Excellent communication skills. Proficiency in office software applications (e.g., Microsoft Office Suite).
- Attributes: Demonstrated ability to handle sensitive information with discretion. Student-focused with a commitment to providing high-quality service. Ability to work collaboratively in a team-oriented environment.

Salary based on MTIE rates.

Application Instructions:

Date posted: January 15, 2025. Deadline for applications is Monday, January 27, 2025 at end of business day. Interested candidates should submit a resume and cover letter detailing their qualifications and experience to:

Clarence Davis
Director of Human Resources (Interim)
MTIE
(709) 897-5859
careers@innueducation.ca