



Employment Opportunity

Position:	Casual Evening and Weekend Assistant
Location:	Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig Campus, Fort Frances, ON
Start Date:	As soon as possible
Deadline:	Ongoing
Wage:	\$22.50/hour, hours are based upon operational requirements

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Tanya Howarth, Post-Secondary Program Administrator/Librarian at tanyam@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



Evening and Weekend Assistant

Job Description, Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig

General description

The Evening and Weekend Assistant is responsible for carrying out administrative duties effectively and efficiently for evening and weekend classes and public events. Accountable for directing service to participants in certain areas, the Evening and Weekend Assistant is expected to maintain a very high standard of customer service and support to clients, students, and participants.

Qualifications and skills requirements

1. Personable and pleasing when dealing with staff, clients, and students.
2. Must have excellent organizational and time management skills.
3. Keep a neat work area.
4. Must have a professional appearance.
5. Fluency in Anishinaabe language is considered an asset.

Supervisor: Post-Secondary Program Administrator/Librarian

Job duties/responsibilities

1. Ensure building security for students and instructional staff.
2. Monitor the main entrance and greet each visitor upon arrival.
3. Responding to queries with general information about the programs and directing more specific questions to the appropriate person.
4. Prepare letters, documents and schedules as required.
5. Maintaining the participant database every week when required.
6. Monitoring attendance at the programs and keeping attendance records for reporting purposes when required.
7. Assist with public events in library when required.
8. Prepare reports when required
9. Attending meetings as required
10. Adhering to SGEI policies
11. Undertaking other related tasks as assigned

Relationships

Internal

1. Assist clients /students when required
2. Assist Coordinators/instructors of Secondary and Post-Secondary programs
3. Interact with other office employees



External

1. Initial contact with all visitors to the SGEI offices

Working conditions

- Occasionally required to lift up to 10 pounds.
- Required to sit for prolonged periods. Ability to change positions from time to time.
- Moderate degree of concentration required for moderate periods.
- Manual dexterity required for data entry with a moderate requirement for speed and accuracy.
- Works indoors in climate-controlled conditions. Occasionally exposed to high levels of noise.
- On rare occasions, exposed to behaviourally difficult members of the public or students.

Conditions of Employment

- Must provide satisfactory vulnerable sector check.