



P.O. BOX 5000

OHSWEKEN, ONTARIO

CANADA N0A 1M0

POSITION DESCRIPTION

POSITION TITLE: Education Administrative Assistant (Contract)

REPORTING RELATIONSHIP:

Reports to and works under the direct supervision of the Education Coordinator (EC) and Education Chair.

PURPOSE & SCOPE OF THE POSITION:

Provides secretarial support to the education coordinator, education chair and related committees.

Performance of administrative duties related to the development of the comprehensive education system for Six Nations of the Grand River.

To provide secretarial, clerical and administrative services for the management of operations for education system within the policies and procedures established by the Six Nations Council for the administrative departments.

DUTIES/RESPONSIBILITIES:

- Works with Committee Chair(s) and Education Coordinator(s) to:
 - prepare agendas for Education meeting (internal and external);
 - records and transcribes minutes of meetings;
 - send emails as directed for follow-up action, reminder notifications (etc.);
 - arrange venues, book travel, hotels, compile travel expenses.
- Type correspondence with a high degree of accuracy.
- Assist with development and maintenance of education system budget
- Schedule and coordinate meeting.
- Arranges travel schedule and makes reservations, submits travel claims for Education Coordinator.
- Set up and maintain information filing system.
- Provides general secretarial and clerical duties; prepares routine correspondence and compiles data, statistics and other information.
- Ensure smooth operation of computers, office equipment and telephones, and arranges for maintenance and repairs.
- Screens visitors, ascertains nature of business, provides information, advice or directs enquiries to appropriate person, department or program.

DUTIES RESPONSIBILITIES CONT'D:

- Provides training to clerical support staff in job duties, safety procedures and Council policies.
- Assist in the development and delivery of public promotion strategies to increase the community's awareness of education system.
- Ensures the requisition of supplies and materials by the receptionist.
- Performs other related duties as may be required or assigned.
- Maintain confidentiality at all times.
- Ensure all invoices are forwarded to finance for processing.
- Pick up mail and distribute.

WORKING CONDITIONS:

Work has extensive contact with the public, subject to some stressful situations with frustrated public in person and over the telephone; subject to interruptions; may require late work and/or evenings and weekends to attend meetings; requires travel; subject to deadlines.

WORKING RELATIONSHIP:

With the Education Coordinator

Receives direction and supervision to ensure tasks are done efficiently and effectively.

With the Education Chair

Receives direction from and provides secretarial support as required.

With the Public

Represents and promotes Six Nations Education in a courteous, cooperative, and professional manner, provides information and assistance.

With Committees

Provides secretarial support as required.

With other Staff

Courtesy and cooperation with all staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- * Must have a College Diploma in Office Administration (legal or executive) and one (1) year of clerical work experience, OR Grade 12 (or GED or equivalent) and five (5) years of clerical work experience.
- * Must have a typing speed of 60 wpm.
- * Knowledgeable in Haudenosaunee Culture and the contemporary characteristics of the Six Nations social structure.
- * Working Social Media Knowledge.
- * Ability to analyze problems, recommend and implement solutions.

- * Must have excellent computer skills and experience with word processing software: MS Word, Power Point, Excel, multimedia and Windows is an asset.
- * Must have excellent verbal and written communications skills.
- * Must have a pleasant personality.
- * Demonstrate problem solving skills.
- * Must be trustworthy and able to maintain confidentiality.
- * Must be able to deal effectively with the public.
- * Ability to take direction and prioritize tasks.

IMPACT OF ERROR:

Errors in carrying out duties could result in poor public relations, missed deadlines, confusion, delay, duplication of effort and misinformation being given to stakeholders.

CONTROLS:

Works within the administrative policies and procedures established by Six Nations Council.

Salary:

- This full time position (37.5 hours/weekly) Salary TBD based upon incumbent’s combined qualifications and experience.

Application Procedure:

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional (including most recent supervisor), community, and/or academic references.**

Above application materials can be sent to the attention of

**Audrey Powless-Bomberry, Chair of the Life Long Learning Task Force,
Six Nations of the Grand River
Subject: Education Administrative Assistant**

In a sealed envelope **mailed or hand delivered by 4 pm** on closing date (July 13, 2018) clearly marked
“Education Administrative Assistant”



SIX NATIONS COUNCIL

APPLICATION FOR EMPLOYMENT With the Six Nations Council

PART I. GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village		Province	Postal Code	Email Address	
Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended		Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed																
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY

I Present or Last Employer		Address:
Type of Business:	Telephone Number:	
Your Job Title:	Period Employed:	
Name & Title of Immediate Supervisor:	Your reason for Leaving:	
Briefly describe your Duties & Responsibilities:		

II Previous Employer		Address:
Type of Business:	Telephone:	
Your Job Title:	Period Employed:	
Name & Title of Immediate Supervisor:	Your reason for Leaving:	
Briefly describe your Duties & Responsibilities:		

III Previous Employer:		Address:
Type of Business:	Telephone Number:	
Your Job Title:	Period Employed:	
Name & Title of Immediate Supervisor:	Your reason for Leaving:	
Briefly describe your Duties & Responsibilities:		

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)		
1. _____		
2. _____		

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date