

POSITION DESCRIPTION

POSITION TITLE: Education Administrative Assistant (Contract Until March 2019)

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 review 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 an education review under the direction of the Education Coordinator and Education Chair.

DUTIES/RESPONSIBILITIES:

- ï Works with Education Committee Chair(s) and Education Coordinator(s) to:
 - o prepare agendas for Education meetings (internal and external);
 - o records and transcribes minutes of meetings;
 - o send emails as directed for follow-up action, reminder notifications (etc.);
 - o arrange venues, book travel, hotels, compile travel expenses.
- ï Type correspondence with a high degree of accuracy.
- ï Assist with development and maintenance of education system budget.
- ï Schedule and coordinate meetings.
- ï Arranges travel schedule and makes reservations, submits travel claims for Education Coordinator.
- ï Set up and maintain information filing system.
- ï Provides general secretarial and clerical duties; prepares routine correspondence and compiles data, statistics and other information.
- ï Ensure smooth operation of computers, office equipment and telephones, and arranges for maintenance and repairs.
- ï Screens visitors, ascertains nature of business, provides information, advice or directs enquiries to appropriate person, department or program.
- ï Assist in the development and delivery of public promotion strategies to increase the community's awareness of education system.
- ï Performs other related duties as may be required or assigned.
- ï Maintain confidentiality at all times.
- ï Ensure all invoices are forwarded to finance for processing.
- ï Pick up mail and distribute.

WORKING CONDITIONS:

Work has contact with the public, and requires tact and diplomacy, may require late work and/or evenings and weekends to attend meetings; may require 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.

Salary:

- ï This full time position (37.5 hours/weekly) will be compensated dependent 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
and/or Connie McGregor, Education Coordinator,
Subject: Education Administrative Assistant**

Six Nations Polytechnic-Brantford Campus
411 Elgin Street, Brantford, ON N3S-7P5

In a sealed envelope mailed or hand delivered by 4 pm on closing date (Friday, July 6, 2018) clearly marked "Education Administrative Assistant"