

SHINGWAUK KINOOMAAGE GAMIG IS HIRING!



“Preserving the integrity of Anishinaabe knowledge and understanding in cooperation with society to educate the present and future generations in a positive, cooperative and respectful environment”

Position: **Recruitment & Accommodations Advisor**
Term: **Full-Time Contract**
Salary: **Aligned with SKG Salary Grid**
Report To: **Director Of Operations**

Position Summary:

The Recruitment and Accommodations Advisor administers programs for targeting, recruitment, and retention of students in undergraduate programs for Shingwauk KinooMaage Gamig (SKG). The Recruitment and Accommodations Advisor promotes outreach activities, visits school's and makes presentations to student groups and individuals for the purpose of promoting the opportunities at SKG. This position consults with Education leaders, and students from other First Nations to promote SKG as an option for post-secondary education and provides ongoing academic support for students with disabilities.

Qualifications:

- Post-Secondary Degree
- Minimum one year of experience related to the duties and responsibilities specified.

Duties:

- Develops and presents information about services for students with disabilities in all recruitment materials, presentations, and initiatives and to students at orientation.
- Works with each student who requires accommodations for a disability.
- Serves as a liaison to develop partnerships between SKG and First Nation school systems throughout the province and beyond.
- Consults with Anishinaabe (Metis, First Nation, and Inuit) students and parents at elementary and secondary schools to increase awareness of SKG programs.
- Participates in the Anishinaabe Post-Secondary Information Program (APSIP).
- Assists students in the development of exam prep strategies, writing skills, and completion of applications through seminars and workshops.
- Implements an annual recruitment workplan and calendar in consultation with Marketing and Communications and the President of SKG.
- Participates in the development of student recruitment and retention plans, strategies, and meets with school counsellors to promote outreach activities.
- Develops presentations with inclusion and sensitivity to Anishinaabe culture.
- Corresponds with, visits, and presents at various elementary and secondary schools, universities and adult alternative schools, community, and unique events.
- Plan and implement an annual Open House Event for student recruitment initiatives and retention.
- Create promotional materials associated with recruitment and accommodations.
- Submit written reports on site visits, meetings, and workshops, and contribute to professional newsletter submissions.
- Performs other duties as assigned.

Additional Skills:

- Ability to prioritize, multi-task and meet deadlines
- Excellent verbal communication skills
- Ability to work independently, collaboratively, and in a team environment
- Ability to maintain confidentiality is mandatory
- Must be flexible in their work hours to include evenings and weekends when required.
- Must have a Class "G" Ontario Drivers License, and access to a reliable vehicle including valid insurance.

For questions about this employment opportunity and please contact Jayselen Moore, Executive Assistant. Interested Applicants can email or drop off their cover letter, resume, and 3 work related references by: **May 7th, 2024 @ 4:00pm.**

Please Address the Email/Envelope to:

Executive Assistant: jmoore@shingwauku.org

Shingwauk KinooMaage Gamig

1491 Queen Street East. Sault Ste Marie, ON. P6A 2G5

Subject: SKG Recruitment & Accommodations Advisor

***Preference will be given to Indigenous Applicants ***

We would like to thank all applicants who apply; however, only those selected for interview will be contacted.