

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: **Indigenous Student Success Navigator**
Term: **Full-Time Contract**
Salary: **Aligned with SKG Salary Grid**
Report To: **Director Of Operations**

Position Summary:

The Indigenous Student Success Navigator will be reporting to the Mental Health Program Lead. This position is responsible for day-to-day operations to support students while performing a variety of administrative support tasks for all aspects of the Student Success & Wellness and Cultural departments. The Indigenous Student Success Navigator is one of the first points of contact for SKG students to provide a dedicated, student centered approach to servicing student needs in a safe, inclusive, and welcoming environment.

Qualifications:

- Anishinaabe Cultural Competency.
- Post-Secondary Education.
- At least one year of experience related to the duties and responsibilities specified.

Duties:

- Provide excellent student service and foster a safe, inclusive and welcoming environment.
- Provide outreach and support services for students and act as a liaison to connect students to internal and external services and resources.
- Respond to student questions/concerns in person, over the phone, via email, and virtually.
- Provide information regarding financial aid and funding opportunities, connecting students with their Band offices and assist with Band funding applications, and oversees SKG bursaries.
- Assist students in navigating student portals, websites, bursary applications and to appropriate resources.
- Responsible for maintaining current knowledge of SKG's calendar, deadlines, policies, procedures, and regulations for SKG courses and programs.
- Logistical and administrative assistance with Student Success activities and events and other SKG events when required. Prepare facility for viewings, meetings, events, or programming.
- Assist with meeting agendas, notes, and follow up. Prepare drafts, format correspondence and other documents and provide general administrative support to department.
- Schedule and coordinate meetings and/or conferences and book conference rooms.
- Prepare Student Success communication materials and meeting resources including purchasing, printing, and preparation of programming.
- Complete photocopying, printing, distribution, and collection of program materials and keep accurate, up-to-date and organized files.
- Carries out reception and administrative duties in a confidential capacity when required.
- Other duties and activities as assigned that align with the growth and development of SKG.

Additional Skills:

- Excellent attention to details and ability to prioritize, multi-task and meet deadlines.
- Excellent initiative, verbal communication and problem solving skills.
- Ability to work independently, collaboratively, and in a team environment.
- Ability to maintain professionalism and confidentiality is mandatory.
- Must have a flexible schedule to work evenings and weekends when required.

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 17th, 2024 @ 4:00pm.**

Please Address the Email/Envelope to:

Jayselen Moore, Executive Assistant: jmoore@shingwauku.org

Shingwauk Kinoomaage Gamig

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

Subject: SKG Janitor/Maintenance

Individuals who identify as Anishinaabe will be given priority

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