

Join Our Team!

Student Recruitment and Retention Officer

Location: Shingwauk Kinoomage Gamig (SKG), – Sault Ste. Marie, Ontario

Employment Type: Full-Time, Permanent

Reports To: Director Community Engagement and Student Success

Salary Range : \$60,000 – \$70,000

Are you passionate about shaping the future of education while honoring Anishinaabe traditions? **Shingwauk Kinoomage Gamig (SKG)** is looking for a dedicated **Student Recruitment and Retention Officer** to lead the way in attracting and supporting students throughout their academic journey.

What You'll Do

In this role, you will:

- **Recruit Students:** Design and implement strategic plans, promote SKG programs within Indigenous communities, and represent SKG at recruitment events.
- **Support Success:** Develop retention initiatives, collaborate with Elders and faculty, and foster a culturally supportive learning environment.
- **Advise and Guide:** Provide academic, personal, and career counseling to help students navigate their paths and achieve their goals.
- **Celebrate Culture:** Encourage engagement in Anishinaabe traditions and create an inclusive, community-driven atmosphere for students.

Who You Are

- You hold a post-secondary degree in **education, Indigenous studies, social sciences**, or a related field.
- You have experience in **student recruitment, services**, or similar roles, ideally in an Indigenous education setting.
- You're an effective communicator with strong **relationship-building** and **public speaking** skills.
- Your knowledge of **Anishinaabe culture** and traditions allows you to connect meaningfully with communities.
- You're comfortable with **social media and digital marketing** to reach prospective students.
- You're flexible, willing to **travel**, and occasionally work during evenings or weekends.

Preferred: If you have lived experience as an Indigenous or Anishinaabe person or fluency in **Anishinaabemowin**, that's a significant asset!

Additional Requirements:

- Commitment to ongoing **professional development**
- Flexibility to adapt to **evolving community** and organizational needs
- Familiarity with **relevant technologies and learning management platforms**
- Ability to **travel**
- Class **G Driver's** License
- Vulnerable sector **CPIC** required

Why Join SKG?

At **Shingwauk Kinoomage Gamig**, we're committed to fostering a community where students thrive academically, culturally, and personally, all while honoring **Anishinaabe ways** of knowing and being. Join us in making a **lasting impact** on the lives of students and communities.

Ready to inspire and empower the next generation? **Apply Today!**

This position is situated in Bawating / Sault Ste. Marie.

For any questions or full Job is Descriptions regarding this employment opportunity please contact Human Resources Department . Interested Applicants can email their confidential cover letter, and curriculum vitae by the closing date:

DEADLINE: Friday, 25th April @ 4:00pm.

Shingwauk Kinoomaage Gamig

Subject: Student Recruitment & Retention Officer

careers@shingwauku.org

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