



## UNION OF ONTARIO INDIANS

### EMPLOYMENT OPPORTUNITY

#### Coordinator's Assistant Anishinabek Educational Institute (AEI) Nipissing Campus

#### **SUMMARY OF THE POSITION**

This is a full-time position to assist with the program administrative duties of the Anishinabek Educational Institute and to perform a variety of program administrative and reporting services, including: public relations, promotion, recruitment, student intake, and support of the day-to-day operation of the AEI and its services to the students.

Under the direction of the Anishinabek Education Institute (AEI) designated Site Coordinator, the Coordinator's Assistant will oversee and facilitate program administrative functions for the campus, contracted personnel / instructors, and students in the post-secondary programs.

#### **DUTIES AND RESPONSIBILITIES**

##### ***Program Administration***

- Assist AEI Site Coordinator with all daily operations and program administrative support
- Reply to general information and post-secondary requests with accurate information
- Coordinate and ensure the necessary resources for program delivery
- Maintain current program resource information
- Develop necessary database templates
- Assist with program and semester scheduling
- Provide administrative support for instructors
- Use Microsoft Office to prepare reports, memos, and documents
- Coordinate Program and Instructor meetings
- Assist with development of annual work plans, reports and proposals
- Assist with financial reporting
- Create and maintain a student information system data-base

##### ***Student Support***

- Assist and follow-up with student intake and student registration
- Assisting with development and coordination of student Alumni Association
- Assist with preparation of course material/textbook ordering, and other duties related to program intake
- Assist with convocation and graduation ceremonies as needed

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P.O. Box 711, North Bay, Ontario, P1B 8J8 Phone: (705) 497-9127 Fax: (705) 497-9135

**Promotion and Maintenance**

- Develop and update program information packages
- Develop AEI annual program calendars
- Update, revise and maintain AEI website
- Updating, printing, and distribution of promotional materials
- Assist with student recruitment, information and intake sessions
- Maintain professional and effective communications with AEI partners

**QUALIFICATIONS**

- Post-secondary diploma in Business and/or Office Automation
- Minimum of three years experience in a related field
- Relevant administrative coordination experience/skills
- Excellent computer skills – MS Office 2000 (minimum), Excel, Word, Access or similar database, Internet and e-mail
- Knowledge of First Nations culture and language an asset
- Must possess valid Ontario driver's licence and be insurable
- Available to travel and subject to irregular hours

**SALARY:** Commensurate with experience and education

**CLOSING DATE:** Friday, January 13, 2012 @ 4:00 p.m.  
*(Late applicants will not be considered.)*

Please send a covering letter along with your resume and three employment references to:

Glenda St. Amour  
Executive Director of Administration  
Union of Ontario Indians  
P.O. Box 711  
North Bay, ON P1B 8J8

Phone: (705) 497-9127 or 1-877-702-5200

Fax: (705) 497-9135

E-mail: [stagle@anishinabek.ca](mailto:stagle@anishinabek.ca)

*Individuals of First Nation ancestry are encouraged to apply. Preference will be given to UOI member First Nation applicants.*

*Miigwetch to all who apply. Only those selected for an interview will be contacted.*

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