

**Administration Office**

289 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Executive Services**

279 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Community Centre**

533 Thomigo Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.2957  
fax: 519.289.2883  
toll-free: 1.800.298.7137  
[www.munsee.ca](http://www.munsee.ca)

**EMPLOYMENT OPPORTUNITY****POST-SECONDARY EDUCATION COORDINATOR**

Posting date: **April 19, 2024**

Closing date: **May 22, 2024 @ 4:00 p.m.**

**GENERAL DESCRIPTION:**

The Post-Secondary Education Coordinator provides counselling and information to those considering a post-secondary education and administers approved applications. This position adheres to standards set forth by the Ontario Native Education Counselling Profession.

The Post-Secondary Education Coordinator will assist the Nation Manager by performing programs and services for post-secondary within the policies and procedures established by Munsee-Delaware Nation.

**DUTIES AND RESPONSIBILITIES:**

Counselling – Provide advocacy and liaison services to enable students to reach their educational and career goals.

Administrative – Apply policies and recommend policy amendments as necessary to meet student needs.

Finances – Ensure that all applicants and students have financial support and financial information.

Communication – Communicate with students, community members, post-secondary institutions, staff and other organizations via telephone, social media outlets, email, and other forms of communication.

Other related duties – While this position is typically Monday to Friday, sometimes, evening, or weekends are required for post-secondary events.



**Administration Office**  
289 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Executive Services**  
279 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Community Centre**  
533 Thomigo Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.2957  
fax: 519.289.2883  
toll-free: 1.800.298.7137  
[www.munsee.ca](http://www.munsee.ca)

## **QUALIFICATIONS:**

Bachelor of Education or Bachelor of Arts in Social Work or related field of study and

Related experience guidance & counselling support to post-secondary student(s) is an asset.

Thorough understanding of the post-secondary education system in Canada and the United States

Thorough understanding of First Nation program delivery, experience and challenges in post-secondary education

Demonstrated knowledge and experience in interview techniques and counselling skills.

Ability to work as part of a team work collaboratively with others, including representatives from various educational institutions.

Strong verbal and written communication skills

Excellent organizational and time management skills

Literacy in computer software such Microsoft Word and Excel

Ability to utilize Microsoft Outlook and navigate with fluency through the internet.

Must be willing to travel, have a valid driver's license and unrestricted access to reliable transportation.

**The full job description is available upon request.**

INTERESTED CANDIDATES:

**If you are interested in this opportunity to be a member of a team that is dedicated to service excellence, continuous improvement, and innovative thinking, please apply with your resume, cover letter and contact information for (3) three work-related references to:**



**Administration Office**

289 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Executive Services**

279 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Community Centre**

533 Thomigo Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.2957  
fax: 519.289.2883

toll-free: 1.800.298.7137

[www.munsee.ca](http://www.munsee.ca)

Munsee-Delaware Nation  
Attention: Human Resources or Nation Manager  
289 Jubilee Road, Muncey, Ontario N0L 1Y0  
In a sealed envelope marked “**Confidential**”

Or

Email to [employment@munsee.ca](mailto:employment@munsee.ca) or [rick@munsee.ca](mailto:rick@munsee.ca)

with the subject line: **Post-Secondary Education Coordinator**

All submissions will be screened according to the above qualifications.

Only those selected for an interview will be contacted.

A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.