

**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

EMPLOYMENT OPPORTUNITY

POSITION TITLE: POST-SECONDARY EDUCATION CO-ORDINATOR

Posting date: Monday, July 14, 2025,

Closing date: Open until filled

JOB SUMMARY:

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

To assist the Nation Manager by performing programs and services for post-secondary students within the policies and procedures established by Munsee-Delaware Nation.

SALARY RANGE: (To be determined based on qualification and experience)

The full Position Description is available upon request

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 students) is an asset.
- Thorough understanding of the post-Secondary education system in Canada and the United States.
- Thorough understanding of First Nations program delivery, experiences, and challenges in post-Secondary education.
- Demonstrated knowledge and/or experience in interview techniques and counselling skills.

- Ability to work as part of a team and work collaboratively with others, including representatives from the various educational institutions.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- Literacy in computer software such as Microsoft Word and Microsoft Excel.
- Ability to utilize Microsoft Outlook and navigate with fluency through the internet; and
- Must be willing to travel, have a valid driver's license, and unrestricted access to reliable transportation.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. A copy of all educational degrees, diplomas and certificates including driver's license.
3. Three (3) employment references including your current or most recent employer.

Must be submitted in person, mail or email marked "**CONFIDENTIAL**" to:

Munsee-Delaware Nation
Attention: Employment Training/Human
Resources Coordinator
289 Jubilee Road, Muncey, ON N0L 1Y0
Email: applications@munsee.ca

Applications 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.

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POSITION DESCRIPTION

POSITION TITLE: POST-SECONDARY EDUCATION CO-ORDINATOR

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Nation Manager.

PURPOSE AND SCOPE OF THE POSITION:

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

To assist the Nation Manager by performing programs and services for Post-Secondary within the policies and procedures established by Munsee-Delaware Nation.

KEY DUTIES AND RESPONSIBILITIES:

1. Counselling

- Knowledge of relevant government programs, education funding, post-Secondary institution programming and admissions criteria, and other regulations, standards, and guidelines.
- Provide accurate information, support, and direction to applicants and students.
- Establish a rapport and maintain contact with all students during the school year.
- Knowledge of financial resources, scholarships, and bursaries available to post-secondary students.
- Provide advocacy and liaison services to enable students to reach their career goals; and
- Assist students in making appropriate choices.

2. Administrative

- Apply policies and recommend policy amendments as necessary to meet student needs.
- Receive and process applications in a timely manner.
- Maintain file copies of student interviews.
- Maintain daily record of calls and interviews.
- Review registration and acceptance letters.
- Prepare and send sponsorship letters; and

- Review student marks and process student program reports at the conclusion of the school year.

3. Finance

- Review monthly student allowance pay lists.
- Prepare student cheque requisitions as required.
- Ensure all applicants and students have access to financial support information.
- Ensure all applicants and students have accurate curriculum and fee information. and
- Collaborate with member communities to identify creative opportunities for financial partnering to achieve educational goals of member communities.

4. Communication

- Represent the program at career fairs, information sessions and other events.
- Communicate with students, community members, post-secondary institution staff and other organizations via telephone calls, social media outlets, email, and other forms of communication.
- Attend staff meetings and other meetings as required; and
- Liaise and develop rapport with faculty and staff at educational institutions.

5. Other Related Duties:

- Performs other job-related duties as may reasonably be required by the Nation Manager.

WORKING CONDITIONS:

- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings.
- Required to drive a vehicle to perform duties.

WORKING RELATIONSHIPS:

With the Nation Manager,

Receives direction, guidance, encouragement; discusses plans and priorities regarding community programming.

With Other Staff,

Promotes courtesy, cooperation, and teamwork with all staff.

With the Public,

Represents and promotes the interests of Munsee-Delaware Nation; works in a courteous, cooperative, positive, and proactive manner. Provides information and advice.

With External Agencies,

Represents and promotes Munsee-Delaware Nation's interests; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

STATEMENT OF 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 students) is an asset.
- Thorough understanding of the post-Secondary education system in Canada and the United States.
- Thorough understanding of First Nations program delivery, experiences, and challenges in post-Secondary education.
- Demonstrated knowledge and/or experience in interview techniques and counselling skills.
- Ability to work as part of a team and work collaboratively with others, including representatives from the various educational institutions.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- Literacy in computer software such as Microsoft Word and Microsoft Excel.
- Ability to utilize Microsoft Outlook and navigate with fluency through the internet; and
- Must be willing to travel, have a valid driver's license, and unrestricted access to reliable transportation.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation given to the Nation Manager, Munsee-Delaware Nation Council, government agencies and the public.

CONTROL:

Guiding principles set by the Nation Manager and the administrative policies and procedures established by Munsee-Delaware Nation Council and other legislation provided by the respective government agencies.