



OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0
Phone: (306) 696-2425 Fax: (306) 696-2426

FULL-TIME TERM JOB OPPORTUNITY POSITION: Post-Secondary Assistant

Purpose of the position:

The Post-Secondary Assistant position reports to the Education Manager to perform administration duties within the office of Post-Secondary Education.

- Handling student's enquiries and payments
- Aide in maintaining student files by updating personal and education related information or issues.
- Ensure all documents are properly filled out and received on time by current and prospective students.
- Prepare Application Kits for sponsorship.
- Administration duties may also include faxing, phone calls, emailing
- Help with organizing career fair and Post Secondary meetings
- Prepare and supervise summer students program
- Data Base Entry
- Familiar with Word and Excel
- Abide by Ochapowace First Nation Employee Policy Manual.

Requirements:

- Grade Twelve Diploma.
- Related experience & a Valid Driver's Licence would be an asset.
- Must be friendly, dependable and possess a professional demeanour.
- Must be flexible and able to work well independently and with a team.
- Current criminal record check and prohibited drug test

Apply:

If you are interested in applying and you are available to start immediately, please submit your cover letter, resume, criminal record check, and three (3) references by 4:30pm on **May 10, 2018**. Only those considered for an interview will be contacted.

Contact: Eunice Tanner – Human Resources Manager, 306-696-2425.

Email: eunice.tanner@ochapowace.ca

Fax: (306) 696-2426

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