



TL'AZT'EN EDUCATION

P.O. Box 2176, Fort St. James, B.C. V0J 1P0
Phone 250-648-3227 • Fax 250-648-3288



JOB POSTING

POST-SECONDARY COORDINATOR

DATE POSTED: November 27, 2017

CLOSING DATE: Open Until Filled

Position Summary:

Tl'azt'en Nation Education Department is seeking a dynamic Post-Secondary Coordinator.

Qualifications:

- Grade 12 Dogwood
- Completed Criminal Record Check
- Valid Driver's License
- Strong ethical and professional values
- Strong written skills
- Excellent advocacy and conflict resolution skills
- Computer literacy
- Knowledge of the institution's program base and services system
- Academic Counseling experience
- Excellent organization skills
- Ability to challenge your own biases and beliefs
- Excellent leadership skills
- Ability to set boundaries

Duties:

- Provide Post-Secondary support services to all interested band members as per policy and procedure manual
- Liaison between the college/university First Nations Support coordinator and student
- Encourage and support students to ensure success
- Review all applications and report any previous funding history
- Maintain detailed student files
- Submit monthly cheque requisitions for living allowance & monitor budgets
- Complete required reporting for program
- Meet monthly with Education Advisory Committee and provide an update
- Carry out incidental and related duties as required and/or requested by supervisor

Please submit your cover letter & resume to:

Laura Anatole, Administrative Assistant
P.O. Box 2176 Fort St. James, B.C, V0J 1P0
Email: laura.anatole@tlazten.bc.ca

ONLY THOSE QUALIFIED WILL BE CONTACTED FOR AN INTERVIEW!

'Ałıgoh 'ıts'ıt'én - We all work together