



<b>Position:</b>	Education Assistant	<b>Accountability:</b>	Education Manager and Employment Counsellor
<b>Hours of Work:</b>	32 hrs/week	<b>Employment Status:</b>	Summer Student – 8 weeks
<b>Circulation Level:</b>	Level I	<b>Preferences:</b>	MFN Band Member must be a student

The Education Assistant:

### **KEY JOB FUNCTIONS**

- Perform general clerical duties to include but not limited to, bookkeeping, copying, faxing, mailing and filing.
- Greet and assist visitors, answer phones, direct calls and respond to inquiries.
- Maintain confidentiality concerning all students and information associated with students and their files.
- Create and modify documents such as invoices, reports, memos, and letters using word processing/spreadsheets or other programs.
- Perform other related duties as directed by the program supervisor.

### **QUALIFICATIONS**

Eligible participants include First Nations and Inuit youth ordinarily resident on reserve, in recognized communities or on community. Youth means persons aged 15 to 30 inclusive and returning to fulltime studies.

### **Minimum Experience**

- Good interpersonal and communication skills
- Must have good organizational skills
- Must have the ability to follow instruction, work as part of a team and have the ability to communicate effectively with the Education personnel
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines
- Must sign a 'Confidentiality Agreement'
- Must submit copy of current year school report card/ transcripts and attendance records

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Robert Morningstar – Employment Counsellor  
Marked: **CONFIDENTIAL**  
**EMAIL:** robertmorningstar@mississaugi.com **FAX:** 705-356-1740  
**Deadline:** Friday, May 17, 2018 at 4:00 pm

*Thank you to all applicants; however, only those selected for an interview will be contacted.*