



OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

EMPLOYMENT OPPORTUNITY

STUDENT SUPPORT OFFICER

POSITION SUMMARY:

Under the direction and supervision of the Student Success Director, the Student Support Officer will be responsible for the implementation of the Student Success strategy that offers a range of student support services to OSHKI students in coordination with Program Coordinators, Faculty, College Partners and others as required. The Student Success Initiative is designed to support student retention and success. The focus for this position is to provide support to OSHKI students by actively engaging with them so they may successfully complete their course requirements that will lead to their graduation.

MAJOR RESPONSIBILITIES

The specific duties and responsibilities to be performed include:

- Coordinate and implement the Student Success Initiative program that includes the:
 - Student Orientation and Transition program for each new cohort
 - Elders-on-Campus Program for student retention and success
 - Faculty tutoring
 - Peer tutoring
- Maintain open and regular communication with students through e-mails and phone calls when they are at home for the distance delivery and in meetings when they are on-campus.
- Individual meetings with the students on a regular basis.
- Assist students to access supports through different agencies as required.
- Provide advocacy services for students as may be required for their retention and success.
- Prepare letters of support for students' needs as may be required.
- Maintain student confidentiality at all times.
- Conduct research on available bursaries, inform students and provide support in the application process.
- Provide logistical support to the students registered in the post-secondary programs.
- Provide personal support and referral to students who require professional support registered in the post-secondary programs.

- Attend Faculty meetings and work closely with the Faculty to identify student success requirements.
- Work closely with the Program Coordinators to identify student retention and success requirements.
- Provide assistance to the Program Coordinators as required for student retention and success.
- Revise and update the Student Handbook each year in consultation with the staff.
- Liaise with college partners, funders and Nishnawbe Aski Nation community leaders and educators.
- Participate in meetings, workshops or reviews related to OSHKI programs
- Participate in program promotion and student recruitment activities.
- Prepare Governing Council quarterly reports and other reports as required for the Student Success Director.
- Travel to Nishnawbe Aski Nation communities to provide student support for success, program promotion and student recruitment and other meetings as may be required on a quarterly basis at minimum.
- Perform other related duties as assigned by the Student Success Director and Executive Director.

ACCOUNTABILITY:

The Student Support Officer is responsible to the Student Success Director for implementing her/his duties and responsibilities on a day to day basis.

The Student Support Officer will be accountable to the Executive Director for overall work performance according to the Personnel Policies and Procedures.

QUALIFICATIONS:

- A diploma or degree in a related field (eg Social Services, Counselling);
- A minimum of three years of related experience;
- Understand needs and challenges faced by First Nation students in remote locations;
- Possess strong communication and organizational skills;
- To be resource oriented;
- Ability to work independently and be an effective team member;
- Hold a valid driver's license;
- Demonstrate and implements cultural practices.
- Fluency in Ojbiwe, Oji-Cree or Cree an asset.

Interested candidates are invited to submit a letter of interest and a resume, with three references, to:

Executive Director
Oshki-Pimache-O-Win: The Wenjack Education Institute
106 Centennial Square, 3rd Floor
Thunder Bay, ON P7E 1H3
Fax: (807) 622-1818
e-mail: info@oshki.ca

Closing date: Monday March 2, 2020 @ 4:00 pm

While we appreciate all applications for this position, only those who are selected for an interview will be contacted.