

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
SASK. S0J 1L0
PHONE: (306) 425-2183
FAX: (306) 425-5559
1-800-567-7736



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

(This is a re-advertisement. Previous applicants do not need to re-apply.)

OPEN COMPETITION

The Lac La Ronge Indian Band's Education Department is now accepting applications to fill the following **term position** (**maternity leave coverage** ending February 15, 2019) based in **La Ronge, SK**:

POST-SECONDARY ADMINISTRATION CLERK

The suitable candidate will be able to perform the following duties:

- Collect, organize, inspect, and maintain statistical data and related information regarding Post-Secondary students.
- Collect and distribute information to students regarding application to the post-secondary student support program, training scholarships and employment opportunities as they arise.
- Obtain copies of student marks & progress reports and ensure that the student tracking sheets are maintained and updated on a regular basis.
- Refer LLRIB Post-Secondary students to appropriate personal counseling, support services and academic advisors when applicable.
- Assist in maintaining liaison and positive working relationship with educational institutions, First Nations organizations, Provincial, and Federal departments involved in post-secondary education.
- Maintain positive public relations on behalf of the Lac La Ronge Indian Band Post-Secondary Education Branch.

The suitable candidate will possess the following qualifications:

- Grade 12 Diploma (required)
- Possess an Office Education Certificate and/or a Business Administrative Certificate/Diploma (preferred).
- Previous experience working with adult students (preferred).
- Work experience within an administration setting will be considered.
- Ability to work with basic software systems such as Word, Excel & PowerPoint.
- Demonstrated communications skills (written and verbal).
- Strong organizational skills.
- Valid Driver's License & Reliable vehicle (required).
- Must be able to provide an *acceptable* criminal record and vulnerable sector check, and a current driver's abstract.

Deadline for applications: February 16th, 2018 by 12:00 Noon

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors), one from your most recent/current employer**, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: hinfo@llrib.ca

****Note: Your references MUST be people who you reported to and had directly supervisory authority of you. In the cover letter, please indicate permission to contact references****

For questions, please call Cathy Wheaton, at 306-425-4938.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation will not be considered. Telephone interviews will not be granted.