



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITIES

OPEN COMPETITION

(This is a re-advertisement, previous applicants do not need to re-apply)

The Lac La Ronge Indian Band's Education Department is now accepting applications for the following full-time position based out of **Senator Myles Venne School (SMVS) in La Ronge, SK.**

STUDENT SUCCESS COACH

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

- Experience helping students with retention, success and completion of courses in high school;
- Provide a comprehensive orientation program aimed at motivating and engaging new students and reengaging students who have discontinued;
- Assist staff with student registration in determining the correct academic pathways for students by providing career counselling and assessment;
- Assisting students with goal setting and providing continuous communication and follow-up maximize and goal attainment;
- Perform outreach to community organizations, workforce center, businesses, and post-secondary institutions and liaison information and materials for students seeking assistance or career options;
- Assists students with setting goals and identifying, planning for, and overcoming potential obstacles and defining steps in education and career planning;
- Builds rapport and trust with students to support successful goal completion;
- Be part of the student success team that monitors student progress toward goals and collaborates to improve student retention and credit attainment;
- Provides assistance to students and instructors to problem solve issues that arise related to progress towards academic goals, persistence and attendance;
- Help coordinate student referrals to services to help overcome social, emotional, economic barriers;
- Ensuring students are presented with a variety of workshops or courses on career and/or college readiness and skills;
- Establishes and maintains effective working partnerships with key stakeholders;
- Monitors student assessment scores and attendance and maintains advising log or case management files to track contact hours, issues, and outcomes of advising sessions and student portfolios with appropriate documentation.

The suitable candidates will possess the following qualifications:

- Grade 12 with minimum two years post-secondary training;
- Two year's experience providing instruction and/or counselling to learners in a higher education setting or high school setting;
- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered;
- Effective computer skills and knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications;
- Knowledge of educational advising, tutoring and test administration, principles, practices, techniques and theory;
- Knowledge of student success initiative development and implementation;
- Knowledge of student resources, referral and services;
- Effective communication skills both written and oral;
- Must lead a healthy lifestyle and have knowledge of traditional language and culture of the Woodland Cree including land-based teachings;
- Ability to work independently while contributing to team environment;
- Good organizational skills
- Valid Driver's License;
- **Must** provide a satisfactory Driver's Abstract and Criminal Record Check/Vulnerable Sector Screening.

Posting Date: July 23, 2019

Deadline for applications: August 13, 2019

LLRIB offers a comprehensive benefit (pension, extended health and life insurance) package, northern living allowance, housing allowance where applicable.

To apply, please submit a **cover letter** and **resume** including **three (3) references, 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

Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)
Or apply online at <https://llrib.bamboohr.co.uk/jobs/>

**Note: In the cover letter, please indicate permission to contact references.
Applications received without the proper documentation may not be considered.**

For further information, call Robert Whiteman, Principal SMVS at (306) 425-2478.

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.

Telephone interviews will not be granted.