

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 INTERNAL COMPETITION

The Lac La Ronge Indian Band's Post-Secondary Education Branch is now accepting applications for the following position based in La Ronge:

POST SECONDARY EDUCATION COUNSELOR

The Post Secondary Education Counsellor position is based in the La Ronge at the Central Office. This position reports to the Post-Secondary Education Coordinator. To provide student support services to Lac La Ronge Indian Band Post-Secondary student members.

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

- Assist Post-Secondary students in academic counseling and recommend support services in accordance with the Post-Secondary Student Support Hand Book.
- Monitor Post-Secondary student academic activity by obtaining progress, attendance and academic reports.
- Refer Post-Secondary students to appropriate personal counseling & support services when applicable.
- Ensure that Post-Secondary students know about and have access to Aboriginal resources in each major center.
- Conduct student visits when a need has been identified.
- Ensure that orientation & information seminars are provided to Band Membership & new students
- Ensure that the student tracking sheets are maintained and updated on a regular basis.
- 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.
- Refer Lac La Ronge Band Members to post-secondary institutions; assist to complete necessary documentation, as requested.
- 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:

- Possess a Post-Secondary Diploma;
- Must have Post Secondary experience;
- Education relating to administration, management, finance, or bookkeeping;
- A combination of education and experience will be considered;
- Demonstrated communications skills (written and verbal);
- Strong organizational skills;
- Valid Driver's License & Reliable vehicle;
- Security clearance – criminal record check, vulnerable sector check, child abuse record check and a current drivers abstract

Deadline for applications: Friday, August 16, 2019

Permanent LLRIB employees are entitled to a complete benefits (pension and insurance) package, northern living allowance, housing allowance and relocation allowances, where applicable.

Submit **cover letter** and **resume** (with three (3) professional references, including one from your last employer to:

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

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

Please be advised applications received without the proper documentation may not be considered.

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 check and child abuse record check as a condition of employment.

Telephone interviews will not be granted.