



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Post-Secondary Coordinator

DEPARTMENT: Education

SUPERVISOR: Education Manager

TERMS: Full-Time Permanent

REFERENCE #: 2022-075

PURPOSE OF POSITION:

This position is responsible for the implementation of a comprehensive post-secondary education program that will further develop the education, skills, and employment readiness for TteS membership. This includes recruiting post-secondary students for programs, coordinating, and administering in community post-secondary academic programs, providing supports to students, collaborating with various education institutions, and administering ISC and own source revenues for post-secondary student funding.

DUTIES AND RESPONSIBILITIES:

- **Administration and coordination of TteS post-secondary programs and services and supporting and assisting TteS post-secondary students where appropriate. (85%)**
- Collaborate and partner with post secondary institutions to ensure the delivery of academic programs within community.
- Implement post secondary education programs and services to TteS membership.
- Provide academic and vocational guidance and counselling to students furthering their post secondary education.
- Maintain current knowledge of employment trends locally and provincially and refer students as needed.
- Provide guidance and counselling to students to assist students with obtaining a certificate, diploma or degree program based on student interests, skills, knowledge, and abilities.
- Provide financial assistance to band member staff in accordance with our Post Secondary Policy and Procedure Manual as approved by Education Manager.
- Provide financial support for students who are currently enrolled in post-secondary or a trades and training program.
- Process all post-secondary student application forms, organize, and summarize student applications, collaborate with the Post-Secondary Review Committee for application approvals, draft proposed budget expenditures for student applications and inform students of the committee's funding decision.
- Facilitate and coordinate community post-secondary programs and projects to further develop the employability opportunities for TteS band members.
- Work the education team to assess students' academic abilities and work experience, and design and implement individual student development plans.
- Recruit mentors to provide additional student supports, including academic, cultural, and elder supports.

- Implement funding and partnership agreements that promote respect and acknowledgment between both parties, including developing and implementing programs and services that are designed to enhance TteS student learning experiences.
- Manage all necessary program reports by deadlines, including training and funding reports, internal budget reports and student assessment reports.
- Promote all post-secondary programs throughout the education networks and in TteS community and recruit potential students to participate.
- Provide extra supports to students as needed to ensure student achievement and retention, including providing additional instructional supports, recruiting mentors, counsellors, employment coaches and minimizing transportation and childcare barriers.
- Establish and maintain excellent rapport with students and the education team to support academic, social and employment counselling for students.
- Process all invoices from accredited post secondary or trades and training institutes for eligible students.
- Ensure students meet funding criteria when applying for funding and after obtaining funding, ensure sponsorship in accordance with the TteS Post Secondary Policy and Procedure Manual.
- Develop and maintain a student data base to ensure TteS has accurate data on all funded students.
- Establish and maintain excellent rapport with students, refer them for academic, social or employment counselling as needed.
- Ensure that our post secondary education allocation is provided equitably to all eligible students in accordance with our Post Secondary Policy and Procedure Manual.
- Keep accurate accounting records of all expenditures in the post secondary education budget.
- Submits the post secondary education nominal roll forms to ISC in a timely manner.
- Assist post secondary students with researching and applying for bursaries or scholarships.
- Reviews post secondary and trades and training student data base prior to reviewing post secondary funding applications to ensure TteS is in compliance with ISC requirements.
- Keep abreast with ISC's National Post Secondary Guidelines and make recommendations for TteS Post Secondary Policy and Procedure Manual.
- Provide quarterly education reports to the Education Manager and student demographic reports from the data obtained in TteS' student data base.
- Build and maintain partnerships with post secondary institutions.
- Establish an impartial student appeal board as per our Post Secondary Policy and Procedure Manual as needed.
- As part of the education team, assist in the planning, development and implementation of programs and services for the Education Department.
- Research and follow legal, regulatory or policy changes regarding post secondary education that are implemented by provincial or federal government and advise Education Manager of such changes.
- Participate in all educational fundraising initiatives.
- Perform all duties and responsibilities in accordance with the TteS' policies, standards, and procedures, and as directed by the Education Manager.
- Maintain confidentiality on all matters relating to the affairs of the Education Department and the TteS.
- **As a member of the Education Department, the Post Secondary Coordinator liaises with stakeholders, participates in administrative meetings, and completes administrative tasks as required. (10%)**
- Attend Committee Meetings such as TteS Post Secondary Review committee, TRU Quelmucw Committee, Transitions to Post Secondary, etc.
- Work with other TteS departments and Education Team members on projects such as: Youth Community Beautification Project, Summer Student Employment Program and Tkek Yeel Stem Camp.
- Research and apply for all external funding for post secondary programs and services including all reporting to funders and post secondary institutions.
- Provide education, employment or financial reports to the Education Manager as required.
- Administer the Post Secondary budget under the direction of the Education Manager and report any budget over expenditures or potential shortages immediately to the Education Manager.
- **Other related duties as required. (5%)**

Professional Certification, Education and Experience:

1. Bachelor's Degree in Education, Social Work (Counselling), Business Administration or other relevant area.
2. At least 5 years' experience working in adult education, life skills coaching, employment readiness, student assessment and mentoring with First Nations.

3. Experience with academic tutoring, prior learning assessments and student supports.
4. Equivalent combination of education, training, and supervisory experience.

Skills and Abilities:

Knowledge of:

1. Secwépemc Secwépemc people, culture and history is required.
2. Considerable knowledge in the research, development, organization, and coordination of educational and adult learning programs.
3. Ability to exercise tact and diplomacy and work co-operatively with co-workers, agencies, and the general public and when representing the Tk'emlúps te Secwépemc.
4. Requirements of educational/post secondary institutions and funding programs.

Skills and Abilities

1. Excellent interpersonal, listening, multi-tasking and problem-solving skills.
2. Strong analytical, organizational, coordinating, project management and planning skills.
3. Ability to effectively supervise an education team, work effectively with students, other stakeholders, and members of the Education Department.
4. Advanced computerized record keeping skills and versed in Microsoft Word, Excel, and Microsoft Outlook applications.
5. Ability to verify, research and collect data and prepare reports and other documents.
6. Proven ability to set priorities and meet deadlines.
7. Ability to build and maintain cooperative and productive relationships and effectively liaise with internal and external stakeholders.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is June 29, 2022 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/job-application-form/>, by email, resume@ttes.ca

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/job-application-form/>

Any late submissions or submissions without the job application form will not be considered.