



Employment Opportunity
POST-SECONDARY ADVISOR
Reference No. QSL-ADM-PSA-0119

Purpose: Reporting to the Quw'utsun Syuw'entst Lelum Director, the successful candidate will provide administrative support to the program, and provide academic advising to community members. This is a 70 hour bi-weekly full-time permanent position.

Responsibilities:

- Liaise with a variety of stakeholders, such as Post-Secondary Institutions, ISC, and FNEC, regarding student issues and upcoming programs
- Develop an education plan based on student's career goals
- Liaise with university student advisors to ensure students are enrolled and monitor student progress
- Provide academic counselling, and support strategies for developing education plans and goals
- Ensure proper file management, which includes ensuring all documents are filed appropriately, following up with students if needed, and data entering financial information
- Process program cheques which may include tuition payments, living allowance, and other payments
- Ensure data entered in TIFIS is correct and current for payment services
- Ensure strong budget management skills and reporting skills including but not limited to invoice coding, cash flow, and quarterly adjustments
- Prepare funding proposals to support program initiatives
- Prepare reporting documents as per the funding requirements
- Participate in a variety of internal and external committees and working groups as directed by the Director
- Provide information on academic programs and courses to prospective and current students
- Ensure local and national policy is followed by researching previous student history and the school and program
- Review the local post-secondary policy annually and provide recommended revisions as needed
- Communicate the local and national policy in respect to funding limits, and application processes
- Ensure compliance of program with all internal and external policies and procedures
- Refer students to internal and external resources when appropriate
- Communicate current opportunities for students such as bursaries, scholarships, work opportunities, and scholar events
- Other related duties

Required Education and Experience: *(please attach all corresponding documents)*

- Bachelor's Degree in Education, Administration or related field required
- 3 years' post-secondary student academic counselling experience
- Experience with data collection instruments (student statistics for ISC reports)

Required Skills, Knowledge and Abilities:

- Knowledge of Cowichan culture, customs, and traditions
- Knowledge of internal, external and community resources for students
- Knowledge of local and national post-secondary policy and guidelines
- Knowledge of budget management procedures
- Well-developed written, oral, and interpersonal skills
- Time management with the ability to multitask different tasks simultaneously

Please refer to Reference No. QSL-ADM-PSA-0119 when submitting cover letter, resume, and three references to:
Human Resources, Cowichan Tribes 5760 Allenby Road, Duncan, BC, V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com>

DEADLINE: 4:00 p.m. Wednesday January 16, 2019