



Ahkwasasne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7
Tel: (613) 933-0409 Fax: (613) 933-9262



JOB POSTING POST SECONDARY MANAGER Full Time Permanent Position Ahkwasasne Mohawk Board of Education

SALARY: Under Review

POSITION SUMMARY:

Under the direction and leadership of the Associate Director of Post-Secondary and Adult Learning, the Manager will:

- Be a committed member of the AMBE/Iohahi:io leadership team and a strong liaison to facilitate co-operation among the various stakeholder groups in Post Secondary and Adult education;
- Promote collaboration between AMBE and Iohahi:io to ensure success for all students;
- Administer the overall program budget and maintain accountability for the AMBE annual budget allocation;
- Implement the Post-Secondary Program Guidelines as approved
- Have the ability to use tact and good judgment in order to maintain effective and positive communication with the community of Akwesasne;
- Have an appreciation of or fluency in the Kanien'keha/Mohawk Language.

QUALIFICATIONS:

- University degree in the area of education, school counselling, Business Administration, or a related field;
- Three to five years of related work experience;
- Knowledge of the post-secondary funding guidelines for US and Canada.

Interested individuals must submit a letter of interest, resume and copies of all relevant documentation no later than 2:00 p.m. on August 16, 2017 to:

Lynn Roundpoint
HR Generalist / Labor Relations
Ahkwasasne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 5R7
or hand deliver to AMBE Office behind Peace Tree Mall
email: lynn.roundpoint@ambe.ca

- Applicants must clearly outline that they meet the qualification requirements on their application and resume.
- A criminal records check is mandatory
- Native Preference in Hiring
- Applicant MUST have a Canadian Social Insurance Number
- Only those selected for an interview will be contacted

All AMBE employees are required to be eligible to work in Canada, have a valid passport to facilitate daily border crossing.