



Akwesasne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7 or
169 International Road, Akwesasne, Ontario K6H 0G5
www.ambe.ca Tel: (613) 933-0409



JOB POSTING SCHOOL ADMINISTRATIVE ASSISTANT KANATAKON SCHOOL (SKAHWATSI:RA) Full Time Permanent

Classification: CL07 \$42,203 - \$43,891

The Akwesasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational services to the Akwesasne Mohawk Community, including; 3 Schools that offer K4 to Grade 8 education; coordination of secondary education services in partnership with local school boards; adult education services; and post-secondary assistance. The Akwesasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

POSITION SUMMARY:

Under the direct supervision of the School Principal, the incumbent is the receptionist for the school, and provides secretarial and clerical services to the school administration.

QUALIFICATIONS:

- Two (2) year post-secondary diploma in a related field; *with*
- Two (2) years' experience in a fast paced environment dealing directly with people.
- Ability to speak Kanienhkeha is required.

KEY COMPETENCIES:

The Successful candidate will demonstrate the AMBE key values of: *integrity, equity and accountability* with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results;
- **Service Oriented:** Meeting or exceeding student and school needs;
- **Communication:** Clearly conveying and receiving messages;
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them;
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language.

All interested applicants must submit a letter of interest, resume and copies of certificates/diplomas no later than 2:00 p.m., on Wednesday July 31, 2019 to:

Lynn Roundpoint
HR Generalist / Labor Relations
Akwesasne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 0G5
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 at the time of offer of employment.
- 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, and have a valid passport to facilitate daily border crossing.