



**Mamu
Tshishkutamashutau
Innu Education**

JOB POSTING

Administrative Assistant for Academic Advisor 1 FULL-TIME PERMANENT POSITION FOR THE MT-IE BOARD OFFICE

Job Summary

The administrative assistant is responsible for providing administration to ensure the smooth delivery of academic advising services. The administrative assistant will facilitate effective communication between students and advisors, managing scheduling and documentation, and assisting with various tasks related to student academic progress.

Key Skills & Responsibilities

Provide administrative support to the Academic Advisor. Assist with appointments, events, and student travel. Maintain accurate and up-to-date records of student interactions and advising sessions.

Serve as a point of contact for students seeking advising support. Provide information on advising procedures, program requirements, and academic resources.

Prepare and manage advising documents, including student files, academic plans, and progress reports. Ensure confidentiality and accuracy of student information.

Facilitate communication between students and academic advisors through email, phone, and in-person interactions. Address routine inquiries and direct complex issues to the appropriate advisor.

Assist in organizing and executing academic advising events, workshops, and orientation sessions. Support the development of materials and resources for these events.

Perform general office duties such as managing supplies, maintaining office equipment, and ensuring a professional and welcoming environment for students and staff.

Provide support for special projects and initiatives as assigned by the Academic Advisor.

Perform other administrative duties as required.

Qualifications:

- High School diploma, additional qualifications in Office Administration.
- Proven experience as an administrative assistant, or similar role.
- Proficiency in Microsoft Office and Google Suite.
- Strong communication and organizational skills.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability to successfully and periodically undergo an appropriate criminal records review and vulnerable sector check.

Salary: To commensurate with qualifications.

Closing date: October 4, 2024

Competition Number: MT-IE 005-2024

Please send resume, references and quote competition number to:

Rena Penashue, Director of Human Resources
MAMU TSHISHKUTAMASHUTAU INNU EDUCATION
PO BOX 1539, SHESHATSHIU, NL A0P 1M0
Phone: 709 899-3062 Fax: 709 – 896-0796
Web: www.innueducation.ca