



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY

Post Secondary Coordinator

Posting Date:	July 30, 2026	Salary:	\$25.00-\$28.00/hour
Classification:	Term (1 year)	Closing Date:	Aug 6, 2026
Supervisor:	Education Director	Vacancy Status:	Existing
Hours of Work:	35 hours/week		

Overview

Under the supervision of the Director of Education, the Post Secondary Coordinator main objective is to support, assist and maintain the Post Secondary Student Assistance Program

Key Responsibilities Include:

- Assist the Education Director in improving the learning experience of post-secondary students, ensuring consistency with BFN First Nation guidelines and any mandated and professional accreditation standards.
- Support the Education Director in establishing and maintaining clear consistent expectations that encourage students to pursue a continuum of educational goals particularly in post-secondary studies.
- Support the Education Director in considering implementations of various measures to assess the academic achievement and progress of post-secondary students including grades and invoices from Colleges and Universities.
- Develop and maintain positive and effective relations with schools, Colleges, Universities and the School board departments and leads.
- Ensure policies are followed in the administration of the programs within the Education Department
- Develop, monitor and maintain student files, approved lists and waiting lists
- Prepare an annual work plan and monthly reports to supervisor
- Participate in the Education Staff Team meetings and other internal committees/groups in support of education services to the community
- Maintain communication with post-secondary students and post-secondary institutions
- Provide career counselling to students and advocacy services when required
- Coordinate post-secondary student needs/special needs
- Maintain files of bursaries and scholarships, ensure information is shared with applicants/students and encourage them to apply.
- Word processing, Databases, Spreadsheets, E-mail, Internet
- Focus on Student Needs: Anticipate, understand, and respond to the needs of students to meet or exceed their expectations within the Post Secondary parameter
- Become familiar with DADAVAN Post Secondary data management program.

Qualifications:

- Minimum grade 12 (O.S.S.D) or Equivalent.
- Strong communication skills, including written, verbal, and presentation
- Organizational skills and time management
- Able to work independently, as well as in a team
- Reliable, mature, courteous
- Must be self-motivated
- First Aid and CPR
- The Successful Applicant must provide a Clear Criminal Reference Check (CPIC)/ Vulnerable Sector Check (VSC)
- Persons of Indigenous descent are preferred

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

*Employer references will be requested in the later stages of recruitment

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.