



# Employment Opportunity

## Office Administrative Assistant – Nipissing Secondary School

### Contract - Renewable

Nipissing Secondary School is looking for an Office Administrative Assistant to join our dedicated team of educators. Reporting to the Principal or Vice Principal, the Office Administrative Assistant will provide administrative support including organization and management of school documentation, data management and entry and various secretarial duties. To ensure success in this role, this individual must possess a strong attention to detail, be self-motivated, and organized.

Position commencing August 24<sup>th</sup>, 2020 to July 9<sup>th</sup>, 2021

#### **QUALIFICATIONS:**

- Must be a registered member of Nipissing First Nation.
- Must have completed post-secondary education in Office or Business Administration.
- Must be able to demonstrate computer literacy and proficiency in computer applications such as: Windows, Microsoft Office Suite and internet applications.
- Must have a high level of proficiency and accuracy in clerical tasks, including data entry, keyboarding, proofreading of notes, filing systems, and documentation.
- Must have a minimum of 1 to 3 years' work-related experience, preferably in a school office environment.

#### **REQUIRED SKILLS AND ABILITIES:**

- Must have a high level of awareness of and sensitivity to First Nation issues.
- Familiarity with Ojibway Culture and Language is an asset.
- Strong communication and prioritization skills, excellent people service skills, and ability to work effectively both independently and as part of a team.
- Ability to work with high volumes of data and ensure confidentiality is maintained.
- Ability to complete work in a timely manner to meet deadlines.
- Must display initiative, strong interpersonal skills, strong attention to detail and a high level of organizational skills.
- Must be able to perform intermittent physical activity including walking, standing, sitting, and be able to lift, handle, and move light to medium weight materials.

#### **DUTIES INCLUDE:**

- Greet and assist visitors, parents/guardians, students, and community members.
- Maintain and manage student data entry through Student Information Management systems (FNOSR, PowerSchool).
- Enter and update students' transcripts as per M.O.E. guidelines.
- Submit student data to ONSIS four times per year (September for Summer School Submission, October 31, March 31 and June 30).
- Print all report cards twice per semester and place them in each student's OSR.
- Manage OSR files as per Ministry of Education's guidelines and correspond with other schools regarding transfers of OSRs.
- Provide clerical and administrative support such as drafting correspondence, reports, etc. as well as other statistical analysis.
- Assist in the preparation of transcripts, report cards and reverse tuition invoicing.
- Enter and verify data of graduating students, correspond with OCAS and prepare and print diplomas for graduates.
- Manage and facilitate Rental Bookings, including payments for Nipissing Secondary School.
- Maintain file systems and create new records as necessary.
- Complete daily attendance notifications to parents/guardians.
- Pre-school/class organization: review, edit and update registration forms annually as needed.
- Enter registrations into the Student Information System (FNOSR, PowerSchool).
- Create list of student allergies/medical concerns, updating the list as needed with each new registration.
- Prepare purchase orders and cheque requisitions for school programming and sends to Principal/Vice Principal for signature.
- Other duties as required.

**The successful candidate must provide a current CPIC with Vulnerable Sector Check prior to employment.** Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, August 14<sup>th</sup>, 2020** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Rd., Garden Village, ON P2B 3K2  
Fax (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however, only those who qualify for an interview will be contacted.**

***Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC***