



# EMPLOYMENT OPPORTUNITY

## Academic Support Agent (Internal/external)

**KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS,  
BUT OPEN TO ALL!**

At Kiuna, our objective is to democratize access to post-secondary education for First Nations members. Our college has earned a reputation for its culturally adapted services and unique environment where programs, student support, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

**Employment status:** Regular

**Hours/week:** 36.25 in winter and 32 in summer

**Workplace:** Kiuna Institution, 1205 Route Marie-Victorin, Odanak

**Type of job:** On-site only (Residences available)

**Start date:** January 2023

**Annual salary:** From \$58 725 to \$77 976, according to FNEC's salary scale

### Job description

Our team is seeking an Academic Support Agent to serve as the onboarding and support function for Kiuna students. In accordance with the institutional plan for success and graduation, the Academic Support Agent guides and helps our students in their educational journey: choice of program, choice of courses, innovative ways to manage workload, study and note-taking techniques, information on the job market and career options. By considering the environment of each student, which is at the heart of our institution, he/she acts to stimulate perseverance, graduation and participation through individual meetings, group workshops and visits. He/she will work closely with the psychosocial department to develop a better understanding of the teacher/student relationship.

The incumbent will also act as the primary administrator of the CLARA educational platform. The incumbent coordinates the resources related to the student's study program and supervises the students: admission, reception, course selection, registration, grade management, issuance of report cards, grade revisions, equivalencies, exemptions in physical education, sanctioning of studies, issuance of diplomas, transmission of course registrations to the Ministry of Education, Recreation and Sports, etc. He/she prepares statistics for the members of the management team.

### Requirements

- Bachelor's degree in an appropriate field and three years of relevant experience, at least one of which must be with Indigenous youth
- Oral and written fluency in French and English
- Knowledge of CLARA and Omnivox is considered an asset

### Conditions of employment

Work is conducted during normal office hours from Monday to Friday.

### Working conditions

We offer competitive work conditions: group insurance, pension plan, Christmas Holidays, flexible cultural holidays, three weeks of annual vacation time, sick leave, work schedule options, summer schedule, etc.

---

**Application deadline: December 14, 2022, 4:00pm**

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC - member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

To apply, please e-mail your application to [emplois@kiuna.ca](mailto:emplois@kiuna.ca)

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.