



### Administrative Assistant

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Department: Nipissing Secondary School  
Posting Date: April 7, 2022  
Location: Duchesnay, ON  
Schedule: Standard Work Week  
Job type: Permanent, Full-time  
Vacancies: 1  
Reports To: Nipissing Principal

#### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing April 22, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **Closing May 6, 2022 - 2nd Round**

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **Closing May 20, 2022- 3rd Round**

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The administrative assistant at Nipissing Secondary School provides critical organization and management of student and school documentation which includes data entry and management, secretarial and administrative assistant responsibilities.

#### **What you'll do in the role**

- Greet and assist visitors, parents/guardians, students, and community members entering the school
- Maintain and manage student data entry through Student Information Management Systems such as FNOSR and PowerSchool
- Enter and update student transcripts
- Submit student data to ONSIS
- Print and file all student report cards
- Manage OSR files and correspond with other schools regarding transfers of OSRs
- Provide clerical and administrative support by drafting correspondence, reports, graphs, charts as well as other statistical analysis as needed
- Organize and schedule meetings, including contacting participants
- Maintain file systems and create new records
- Respond to telephone inquiries in a timely manner



## Employment Opportunity

- Complete daily attendance notifications to parents/guardians
- Prepare purchase orders and cheque requisitions for school programming
- Other duties as required

### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **What you bring to the table**

- Must have post-secondary education in Office or Business Administration
- Must have work experience in a school office setting
- Must have a high level of awareness and sensitivity to First Nation issues
- Must have strong attention to detail and organizational skills
- Must be proficient in using computer programs for data entry, organization, storage, and day-to-day school operations
- Must have strong communication and prioritization skills
- Must have the ability to work independently
- Must have respect for Indigenous culture and willingness to learn Ojibwe.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

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