



**First Nations
Technical
Institute**

EMPLOYMENT OPPORTUNITY

Internal/External Posting

STUDENT SUCCESS FACILITATOR (Term to December 2017)

ABOUT FNTI (FIRST NATIONS TECHNICAL INSTITUTE)

Since establishment in 1985, over 2000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An indigenous post-secondary institution, FNTI offers programs targeted at indigenous learners across a wide range of post-secondary disciplines including aviation, social work, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

JOB SUMMARY

The Student Success Facilitator (SSF) is the first and on-going point of contact for learners, following their admission to programs, as specifically assigned by the Director, Learner Success and Service Delivery. SSF's develop and maintain successful relationships with learners and faculty to support students, enhancing their success and FNTI's profile. SSF's will be required to effectively organize all aspects of delivery session set-up including attending sessions and to provide support to students and faculty. The SSF also assists admissions/recruitment in the conversion continuum (prospective students to applicant to registered student).

DUTIES

The key responsibilities of the Student Success Facilitator will include, but are not limited to the following:

- Creating and maintaining student records and updating as required;
- Establish and sustain student relationships by maintaining on-going communication with students of assigned cohorts; assisting them with all course/program related non-academic issues, responding to enquiries between sessions, aligning appropriate resources, etc.;
- Forwarding information to the Records Office such as confirmed class lists and grades in a timely manner.
- Follow up with faculty to obtain grades, inform students of application to graduate process;
- Produce student records, such as; progression charts for PAG, grade reports, potential student completion lists;
- Prepare, execute and collate feedback for student evaluations;
- Organizing and leading student relationship building through cultural activities such as; feasts, crafting, assisting with ceremonies, etc. Procurement of necessary supplies;
- Responding to general program enquiry as part of admissions process, including enquiries with regard to partner admissions processes;
- Post offer/enrolment, maintain frequent contact with students, answering enquiries and providing program information up to the start of the first session;
- Supports student through the advance standing credit process by receiving complete information from the student for Prior Learning Assessments (P.L.A) and/or transfer credits and forward to the Records Office in a timely manner;

- All set-up aspects of a session/delivery – room arrangements; travel, accommodations for students and faculty; snacks/meals, supplies for delivery;
- Order books and other learning materials; transports or arranges to have materials delivered on-site;
- Arranges instructional technical supplies; projector, television, powerpoint;
- Provides last minute logistical support as required – photocopies, break-out rooms;
- Creates and processes all personal and instructor expense claims; process and deliver Elders payments;
- Arranges completion celebration for the final session of each program;
- Receives and processes paper or electronic applications to graduate for College and University partners, forwarding to Records Office in a timely manner;
- Liaise with other members of the Program Team and FNTI staff;
- Other duties as assigned

QUALIFICATIONS

- Relevant 2-year diploma with experience, preferably, in an Indigenous educational environment.
- A combination of education, training and experience which FNTI deems to be equivalent;
- As travel to certain sessions and meetings is required, must possess a valid Ontario class 'G' drivers license;
- Preference will be given to internal applicants and qualified candidates of Indigenous descent.

This position is in pay band 4 of FNTI's pay grid and will start at \$35,719.

Please forward your resume, including two references, by March 3, 2017, at midnight, to:

Erin Ferrante, Operations Officer – HR & Admin

Email: erinf@fnti.net

613-396-2122 ext. 128

FNTI ,

3 Old York Road

Tyendinaga Mohawk Territory, ON

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Thank you for your interest in this position.

Those selected for an interview will be contacted by March 8, 2017.

For planning purposes, interviews will be held between March 13-14, 2017.

(dates are subject to change)