

Post-Secondary Student Counsellor



Location:

Makkovik

Department:

Education & Economic Development

Term:

Permanent Full-Time

Closing Date:

1 February 2023

Responsibilities:

- Set and maintain phone and e-mail contact schedule for direct contact with all current post-secondary students, via phone or e-mail, as determined;
- Responsible for making and maintaining contact with Indigenous Student Liaison Offices in all public and private post-secondary institutions in Canada;
- Become familiar with programs/supports/services at public and private post-secondary institutions across Canada and relay this information to students as required;
- Responsible for monitoring student academic progress, including reviewing transcripts and determining if a student is to be placed on probation;
- Monitoring students while on probation and determining when probation may be lifted;
- Provide counseling and advice to students on academic, financial, mental health, and social issues as they arise;
- Offer guidance and support during key transition times such as leaving home for the first time or traveling to a new location;
- Assist students with determining need for various supports (tutoring, counselling, health care needs, etc.) and assisting with navigating systems to set up appointments;
- Advocate for students who may be trying to access support services on-campus or within their community;
- Develop and deliver preparatory workshops and presentations with students to assist with their transition to post-secondary studies;
- Where need is determined, travel to various locations where there is a concentration of NG funded post-secondary students and offer information workshops and opportunities for students to gather to share experiences;
- Training and in-servicing as required;
- Travel as required;
- Other related duties as required.

Qualifications:

- Undergraduate degree in Education, Social Sciences, psychology and 3 years' experience or equivalent education and work experience.
- Excellent oral and written communication skills.
- Experience in counselling.
- Work as a member of a team.
- Knowledge of Inuit Culture and Inuit Communities.

Assets:

- Bilingual in Inuktitut and English
- Beneficiary of the Labrador Inuit Land Claims Agreement

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or

resu i e whe i e o p l i r j .

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata piqianningani suliatasiuqutimmilonnet ottugannimi.