

# Yellowquill College / Sioux Valley Dakota Nation

## Employment Opportunity

### Educational Assistant for Mature 12 Program

**Position Summary:** The position of the Educational Assistant shall provide teacher/student assistance in the assigned classes to the students of Yellowquill College, Sioux Valley program. The Educational Assistant shall report directly to the Program Instructor. The Educational Assistant shall perform the instructional duties and responsibilities associated with the assistance in delivery of all classes.

#### Duties/ Tasks:

##### **The Educational Assistant shall:**

- Provide instructional assistance in classes for courses as assigned. This can include individual and group instruction
- Assist with registering students and provide advice on class selections as necessary
- Assist with submission of attendance reports, marks, and other reports as necessary, such as incident and progress reports to the Mature 12 Program Coordinator and the Director of the College
- Help maintain an inventory of all instructional materials and equipment for each class taught and kept in office or other secure location
- Assist Instructor in the following areas: keeping track of attendance, calling students as necessary, photocopying and filing
- Provide and perform other duties as may be assigned in carrying out the functions as an Educational Assistant

#### Qualifications

- Successful completion of Grade 12 preferred; post secondary education is a definite asset
- Previous experience working with Indigenous adults preferred
- Completion of Criminal Record Check and Child Abuse Registry Check
- A valid Manitoba Class 5 drivers license and reliable vehicle would be an asset
- Understand and speak the Dakota language would be considered an asset

**Application Deadline: May 30<sup>th</sup>, 2023, at 4:00 P.M.**

Letter of Application and resume with three references can be submitted to:

Submit Cover letter and Resume indicating Competition Number: **202364**

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

We thank all those who apply, but only those selected for an interview will be contacted.