



EMPLOYMENT OPPORTUNITY

SERVICE AREA: Post Secondary
DEPARTMENT: Old Sun Community College
POSITION: Post Secondary Student Support Coordinator
TERM: Full Time
DATE POSTED: March 25, 2026
DEADLINE: April 7, 2026

General Statement of Duties:

The Post Secondary Student Support (PSSSP) Coordinator administers the Post Secondary Student Support Program for Siksika Adult Education and Post Secondary student sponsorship including tuition, living allowance and other supports as delegated to Old Sun Community College on behalf of the Nation.

Supervision Received: Reports to the President

Supervision Exercised: Supervision to PSSSP Staff

Duties and Responsibilities: Duties include but are not limited to the following:

- Responsible for administering a Siksika Post Secondary funding model based on the ISC Post Secondary Student Support Program.
- Oversee annual reporting of Post Secondary Student Support Program (PSSSP) to Siksika Nation and to Indigenous Services Canada.
- Required to develop an Annual Operational budget and workplan to support OSCC Strategic Priorities and PSSSP annual student funding requirements.
- Provide student academic funding support counselling (educational/financial supports/scholarships).
- Create, administer and distribute a student financial support database including (scholarships, financial aid, and other funding supports).
- Oversight of record management and quality assurance of student data required by PSSSP reporting including inputting and updating student data, maintains student records related to eligibility, approval, academic progress, limits of sponsorship etc.
- Organizes and coordinates the PSSSP funding application approval process for application deadlines (i.e. June 15, March 15, Oct 15) and coordinates approval process by the PSSSP Committee.
- Administers annual policy and procedure review for the Post Secondary Student Support Program.
- Act as primary contact for all post secondary institutions to administer student funding supports (with U of C Native Center, Summer Employment programs, Nation membership department to verify treaty status of students applying for funding).
- Direct oversight of all students' files receiving funding from Post Secondary and Adult Education including academic performance, student logistics, etc.
- Responsible for maintaining regular student metrics related to overall sponsorship, success and completion rates, past Siksika graduation list and budgetary considerations.
- Required to report regularly to the OSCC Board of Directors and to Siksika Nation as directed.
- Responsible for annual Siksika Post Secondary Pow Wow acknowledgement and celebration.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, skills and abilities:

- Must have knowledge of various funding programs, grants scholarships and bursaries available.
- Must be knowledgeable on a wide range of First Nation Educational issues and programs and be familiar with the Alberta Transfer Guide.
- Must demonstrate strong skills in advocacy, problem solving, negotiation and dispute resolution.
- Superior interpersonal and communication skills are essential.
- Record keeping and report writing skills are critical.
- Ability to effectively use computers for communication, data entry, and document management
- Must know how to maintain an accurate and up-to-date student information base.
- Must be able to assist students in evaluating their post-secondary credits.

Education and Experience:

- A Bachelors of Education or equivalent required.
- A Masters of Education, Masters of Social Work or related graduate degree preferred.
- Must have 3 years experience in education and personal counseling.

OTHER FACTORS:

Culture/Language:

- Knowledge of the Siksika language or culture and history an asset.
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall functioning of the College and within the confines of Old Sun Community College standards.

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All participants **must** include the following:

1. Diploma/Certificates and or/pertinent related documents.
2. Clear Criminal Record Check.
3. Copy of Driver's License.
4. A list of three people who will be sending reference letters directly to OSCC

Please Note: Only **complete** applicants will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.