



CROSS LAKE EDUCATION AUTHORITY

P.O. BOX 370, CROSS LAKE, MANITOBA R0B 0J0

TELEPHONE: (204) 676-2917 / (204) 676-2927 FAX: (204) 676-2087

PUBLIC NOTICE

Employment Opportunity

Cross Lake Education Authority is inviting applications for a **Post Secondary Counsellor** for Cross Lake Education Authority.

Must possess:

- Counselling Certificate/Degree
- Experience in working with the community/students;
- Must be courteous to all clients;
- Must be able to implement a guidance program to potential students;
- Provide counselling services to students to ensure their success in their studies;
- Provides and maintains accurate student files;
- Demonstrated organizational, oral and written communication, interpersonal and presentation skills;
- Fluency in a First Nations language is considered an asset;
- Ability to deal with highly confidential and sensitive matters;
- General experience with financial management systems (G.L., Microsoft, Excel, Data Entry);
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks;
- **Valid driver's license and reliable transportation.**

If you require a job description, you can contact Elaine Spence-Ross, Administrative Assistant at the Cross Lake Education Authority office.

Please submit your letter of application, resume and names of three references via email to ghalcrow@clea.mb.ca or fax to (204) 676-2087 attention:

Mr. Greg Halcrow
Director of Education
Cross Lake Education Authority
P.O. Box 370
Cross Lake, MB
R0B 0J0
Phone: (204) 676-2917

Deadline for applications: April 23, 2021 @ 12:00 p.m.

We would like to thank all who apply; however only those selected for an interview will be contacted.



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****EMPLOYMENT OPPORTUNITY****

Post Secondary Clerk

Cross Lake Education Authority invites applications for ONE (1) FULL TIME position for a **Post Secondary Clerk** for Cross Lake Education Authority office.

The successful applicant:

- Must have an Office/Administrative Assistant Certificate/Degree;
- Must be able to provide administrative support to the Post Secondary Counsellors;
- General knowledge of the structure and purpose of the Cross Lake Education Authority student services;
- Knowledge of Post Secondary institutes and colleges;
- Knowledge of reporting procedures for registration;
- Must be able to operate standard office equipment, including utilizing pertinent software applications (ie: Microsoft Program, Excel, Data Entry)
- Must have some financial background;
- Preparing and maintaining accurate records;
- Ability to work independently and as a member of multi-disciplinary team of professionals;
- Maintain Confidentiality;
- Cree language is an asset;
- Must have a Valid Driver's License and reliable transportation.

All applicants are subject to a criminal records check and child abuse registry check.

Please submit your letter of application with a detailed resume to:

Cross Lake Education Authority
P.O. Box 370
Cross Lake, Manitoba
R0B 0J0

If you need further information, please call Elaine Spence-Ross, Administrative Assistant at CLEA Office, 204-676-2917.

Deadline: Friday, April 23, 2021 @ 12:00 p.m.