



**Kinooaadziwin Education Body
Summer Student DATA SUPPORT
Temporary Contract until August 30, 2024**

Summary

The Data Support Person will work with the Student Success Manager to support organizing data files, data recording, data summaries, and data visualization for the Anishinabek Education System.

Key skill developments include:

- A comprehensive understanding of First Nation issues and First Nations education
- Excellent written and verbal communications skills
- Excellent organizational, multi-tasking and office management skills
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Experience working with data collection, data storage, data summaries, and data visualization

Responsibilities of the Academic Support Person include:

- Organizing data files;
- Compilation and analysis of Standardized Reporting on Learners;
- Liaising with DSBs for IEAP data;
- Secure data transfer system for electronic consent;
- Summarizing data into similar groupings;
- Creating data comparison charts;
- Reviewing data evaluation reports and summarizing; and
- As required by the Student Success Manager, the summer student may be required to perform other duties.

Requirements:

This position requires an individual with the following knowledge, skills, and personal characteristics:

- Must be a post-secondary student returning to school
- Interest in Anishinabek education
- Experience and/or interest in data summary and data visualization
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability

OTHER DETAILS

This is a summer contract position:

- 35 hours/week (until August 30, 2024)
- \$22.00 per hour

The KEB head office is located on Nipissing First Nation, however this position is intended to be remote.

The anticipated start date of this position is May 15th , 2024, or earlier.

CLOSING DATE

Applications for this position will be accepted until 4:30 p.m. on May 3, 2024.

Please submit your covering letter, resume, and three references to:

Colleen Sheriff

Human Resources Officer

Kinoomaadziwin Education Body

Suite 100-132 Osprey Miikan

North Bay, ON P1B 8G5

Colleen.sheriff@a-e-s.ca

705-845-3634