



AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

le thi ha hon:nien - We make the road for them

JOB POSTING ACADEMIC MANAGER Indefinite Position

Salary: Pay Band 9 \$79,308.66 – \$122,092.03

The Ahkwasasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwasasne (MCA). AMBE is responsible for providing educational and Child Care services to the Akwasasne Mohawk Community, including; 3 Child Care Centers and 3 Schools that offer K4 to Grade 8 education; coordination of secondary education service in partnership with local school boards; adult education services; and post-secondary assistance. The Akwasasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

Position Summary:

Under the direction and supervision of the Associate Director of Post Secondary and Continuing Education, the Academic Manager is responsible for leading and managing AMBE's Post Secondary and Adult Learning Programs to ensure a quality, culturally relevant, community and student needs based, vibrant learning environment.

Qualifications:

- University Degree or combination of education and experience, in a relevant discipline, preferably in the field of education
- Minimum of five (5) years' experience in management;
- A professional designation in teaching or other educational field will be considered an asset;
- Demonstrated experience:
 - Leading, motivating and managing people;
 - Building respectful and strong relationships;
- Ability to learn and apply knowledge quickly, managing budgets, preparing analysis, and implementing policies and procedures;
- Planning and delivering academic and student support services.

Key Competencies:

The successful candidate will demonstrate the AMBE key values of: **integrity, equity and accountability** with a focus on:

- **Leadership:** Positively influencing people and events
- **Relationship Building:** Developing and maintaining constructive relationships
- **Communication:** Clearly converting and receiving messages
- **Results Orientation:** knowing what results are important, focusing resources to achieve them
- **Strategic thinking:** Taking a broad, long term view, assessing options and implications
- **Culturally Awareness:** Understanding of, and sensitivity to, the distinct Akwasasne Mohawk community, culture and language

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas no later than 2:00 pm August 8, 2024 to;

Shayleen Thompson, HR Generalist
Ahkwasasne Mohawk Board of Education
169 International Rd Akwasasne, ON K6H 0G5 or
email : shayleen.thompson@ambe.ca

Applicants must clearly outline that they meet the qualification requirements on their resume

- A criminal records check is MANDATORY
- Native Preference in hiring
- Applicants MUST have a Canadian Social Insurance Number
- **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

**All AMBE employees are required to be eligible to work in Canada,
and have a valid passport to facilitate daily border crossing.**