



# AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

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

## JOB POSTING HRIS SPECIALIST INDEFINITE

**Salary:** Pay Band 5 \$62,150.40 – \$91,977.60

The Ahkwesàhsne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational and Child Care services to the Akwesasne 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 Akwesasne 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 direct supervision of the Director of Education, the Human Resource Information System (HRIS) Specialist maintains quality and consistency of the AMBE HRIS database information: ensuring personnel actions are in compliance with HR policies, guidelines and applicable external legislative laws and regulations. The HRIS is utilized to collect and store data of AMBE's workforce. This position also provides general Human Resource administrative support as needed. The incumbent is responsible to maintain HRIS functionality and serve as the subject matter expert of the AMBE HRIS system.

### Qualifications:

- Bachelor's Degree in Human Resource, Business Administration or related field of study with two (2) years work experience in related field
- OR**
- 2 year Post Secondary Diploma in Human Resources or a related field of study with four (4) years related work experience.

### 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
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them
- **Strategic Thinking:** Setting clear outcomes and indicators of success
- **Planning:** Setting clear outcomes and indicators of success
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne 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 on August 5, 2025 to;

Shayleen Thompson, HR Generalist  
Ahkwesàhsne Mohawk Board of Education  
169 International Rd Akwesasne, 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.**