Mikhoskiwakâk Nêhiyawak Education Authority

P.O. Box 112, Red Earth, Saskatchewan, SOE 1K0 | (306) 768-2032

Employment Opportunity

Post-Secondary Student Program Coordinator

Closing Date: Sept 5, 2025

Position Title: Post-Secondary Student Program (PSSP) Coordinator
Employer: Red Earth Cree Nation – Mihkoskiwakâk Nêhiyawak Education Authority (MNEA)
Location: Red Earth Cree Nation, Saskatchewan

Position Overview

MNEA is seeking a **Post-Secondary Student Program (PSSP) Coordinator** to administer and support the post-secondary education initiatives of the Nation. This role is critical in ensuring that students pursuing higher education are guided, funded, and supported in accordance with Red Earth Cree Nation and MNEA's educational vision, Treaty rights, and Indigenous Services Canada (ISC) Post-Secondary Student Support Program guidelines.

The Coordinator will serve as the primary liaison between students, institutions, and the Education Authority, ensuring that resources are allocated equitably and that students receive mentorship, guidance, and advocacy as they navigate their academic and career pathways.

Post-Secondary Services:

- Processing and intake of Post-Secondary applications from students
- Open and maintain a file for every student
- Providing support to students to ensure successful completion of post-secondary studies
    - Such as guiding students for tutorial support services as required

- Maintaining annual budgets and funding reports to the Director of Education, Red Earth Education Board, Chief and Council, and Special Assembly.
- Complete the Indigenous Services Canada (ISC) Annual Report
- Regularly schedule meetings with students each semester at their post-secondary institutions
- Coordination of budgets and financing for post-secondary students for all eligible expenses such as materials and supplies, tuition, books, living allowance, etc.

- Work closely with the Guidance Counselor and supporting the transition between high school and post-secondary.

Finance & Program Maintenance Services Budgets and Report Preparation

- Review of post-secondary funding applications and present all eligible applications to the Education Board for student selection.
- Coordination of financial and administrative tasks required to provide funding and services to post-secondary students. For example: student/institution sponsorship letters, support letters, etc.
- Maintenance of records and files for student information
- Ensure PSSSP Policies are up-to-date annually

- Complete a PSSSP annual budget and present it to the Director of Education and the Education Board for approval.
- Quarterly reports for administration and monthly reports for the Director of Education and the Education Board.
- Carry out any directives requested by the Director of Education.

Work Conditions

- Criminal Record Check and Vulnerable Sector Check required;
- A valid driver's license;
- Must be able to work flexible hours due to any emergency student post-secondary related situations
- Must be able to work flexible hours with the RECN Administration
- Salary is commensurate with education and experience.

Resume Requirements

Applicants must submit:

1. A **cover letter** outlining interest in the position and relevant experience.
2. A **current resume** that clearly identifies:
    - Education and credentials
    - Work experience (with roles, dates, and responsibilities)
    - Skills and competencies related to the position
3. **One professional references** (including at least one supervisor) with contact information.
4. A **current criminal record check** (with vulnerable sector clearance).

How to Apply: Please submit your complete application package to: **HR@recnedu.ca**

We thank all applicants but only those selected for an interview will be contacted.