



Ph: 780.645.4455 Fx: 780.645-5215 [www.bluequills.ca](http://www.bluequills.ca)  
Treaty Six Territory Box 279 St Paul Alberta Canada T0A 3A0

## Employment Opportunity

### Language Program Resource Assistant

Aligning with the BQ philosophy, vision and mission statements this individual will be responsible for:

#### DESCRIPTION:

- **University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills is seeking a Resource Assistant for the Language Program. The position will commence once a suitable candidate is secured and will be mentored by the LP Administrative Assistant.**

#### The responsibilities of the Assistant will include but are not limited to:

- Assist in overseeing the practicum requirements of all concurrent BA in nêhiyawêwin and the nêhiyaw Immersion Program
- Ensuring student files are up to date
- Assist with the Miromaa Dictionary Project (be willing to train)
- Establishing partnership and relationships with relevant agencies and supervisors;
- Organizing and facilitating practicum seminars;
- In the course of their duties, will: engage and counseling students in their learning journeys, and
- Participating in research and course development opportunities.
- Will assist in the Resource Department as needed (be willing to train)
- Any other duties as requested by the Language Program Administrative Assistant

#### QUALIFICATIONS:

- Must have an BA in nêhiyawêwin (completed or in progress)
- Must have extensive understanding and commitment of issues affecting Indigenous peoples; this knowledge and practice base is a *priority* for all candidates.
- Strong organizational skills
- Excellent interpersonal skills, verbal and written communication skills
- Excellent computer skills or willingness to train
- Commitment to adult learning principles
- Ability to speak an Indigenous language is an asset but is not required.

Salary will depend on experience and education. Closing date: until successful candidate is found.

Please submit resumes to: Sheila Poitras, Executive Assistant, *University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills*, Box 279, St. Paul, AB. T0A 3A0 Fax (780) 645-5215 or email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca)

We thank all applicants for their interest, however only those chosen for an interview will be contacted.