



No. K24-16-IEDA

Internal external posting

# EMPLOYMENT OPPORTUNITY

Teaching position- Introduction to Computers and Internet

## **KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS, BUT OPEN TO ALL!**

At Kiuna, our objective is to democratize access to post-secondary education for First Nations members. Our college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

**Job status:** A course load of 45 hours

**Hours/week:** 6 hours weekly

**Course schedule:** **Tuesdays 8:00 am to 11:00 am (English).** *Possible to include this time slot as well if bilingual (2:00 pm to 5:00 pm (French))*

**Session:** Autumn 2024

**Duration:** from August 5th to December 31, 2024

**Workplace:** Kiuna, 1205, route Marie-Victorin, Odanak (Québec) J0G 1H0

Employment takes place during regular office hours from Monday to Friday. It is possible to combine several teaching loads, i.e.: *possible to teach this course in both languages if bilingual, for a full teaching day.*

**Teaching loads are in-person only to encourage the success of our students.**

**Salary:** Salary varies according to education, recognized experience and employment status as defined in the Teachers' Working Conditions Manual.

### **Job description:**

#### **Introduction to computers and the internet (385-1F1-DW) 45 h (English)**

This course will explore the necessary notions associated with effectively preparing and executing presentations. More specifically it will introduce students to efficiently use Excel, Word and PowerPoint. Using technology to clearly communicate ideas and opinions to a group via well-structured presentations is the main objective of this course.

### **Requirements:**

- Bachelor's degree in administration or another related field
- A graduate degree is an asset
- Five (5) years of experience with a clientele having adjustment difficulties
- Good knowledge of the First Nations environment, either because they are a FN or because they have worked in one
- Excellent oral and written skills in English
- or
- *Bilingual (English and French) for both teaching loads*

### **Working conditions**

We offer competitive work conditions: pension plan, flexible cultural holidays, three-week annual vacation, work schedule options, residences available at walking distance, transportation available, work-life balance, etc.

### **Ongoing application**

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC-member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

**To apply, please e-mail your application to [emplois@kiuna-college.com](mailto:emplois@kiuna-college.com)**

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

