



Job Opportunity

KOBE Report Management, Intake and Data Coordinator

Summary

The KOBE Report Management, Intake and Data Coordinator will lead the Student Services Intake processes, implement and support a KOBE Wide Student Database system and coordinate the Nominal Roll process for KOBE departments. The Coordinator will support the KOBE staff to ensure program reporting requirements are met. The Report Management, Intake and Data Coordinator will work with Student Services to take student intakes and ensure that all student information required is in the student files and in the electronic records. The Report Management, Intake and Data Coordinator will be accountable to the Enrolment and Student Retention Supervisor.

The responsibilities and duties for the KOBE Report Management, Intake and Data Coordinator will include but are not limited to:

- Leading the Student Services Intake process twice a year with the Student Services staff.
- Coordinating Nominal Roll with the Student Services and KiHS departments to ensure that all information is inputted in a timely manner.
- Lead the planning and implementation on a KOBE Wide Student database system.
- Lead the development of information management and privacy policies.
- Lead the development of data sharing agreements.
- Input of all student records and case management information.
- Document all business processes and procedures.
- Track and record service gaps and successes.
- Submit reports as required throughout the year on project activities, specific reports are requested and findings.
- Other duties as required.



Qualifications

- College Diploma or degree in Information Management or similar field or Equivalent experience and training.
- Experience in First Nation student data management.
- Experience with the nominal roll process.
- Knowledge of First Nation education issues, challenges and delivery models
- Strong Interpersonal skills
- Able to work effectively with others
- Ability to work independently
- Strong communication and written skills
- Experience in database management

Competitive salary based on education and experience.

KOBE offers a Comprehensive Benefit Package.

Applicants interested in this position are welcome to submit their resume and cover letter with three recent professional references including your current supervisor and a letter of permission for KO Board of Education to contact these references to: resumes@edu.knet.ca

As per policy, applicants should note that COVID-19 Immunization is a condition of employment within KOBE.

KOBE gives preference in hiring to members of the KO First Nations, and secondly to indigenous individuals from outside of the KO First Nations. Qualified members of the KO First Nations, as well as indigenous people from outside the KO First Nations are encouraged to apply.

KO First Nation members closing date: April 3, 2024

Internal/External closing date: April 17, 2024

KOBE wishes to thank all applicants in advance. However, only those granted an interview will be contacted.