



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: STUDENT ADVISORY COUNSELOR

EMPLOYMENT OPPORTUNITY

Student Advisory Counselor

EDUCATION DEPARTMENT

Status:	Type (FULLTIME/PERMANENT)
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	July 9, 2026

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can learn more at www.whitecapdakota.com

POSITION OVERVIEW

WDN is seeking a talented and motivated Student Advisory Counselor to join our dynamic team. This role offers an opportunity to support the Education Department. Reporting directly to Whitecap Dakota Nation's (WDN) Director of Governance Affairs and Saskatoon Public School's (SPS) coordinator for the Education Partnership, the Student Advisory Counselor will be responsible for facilitating and monitoring transitions, as well as supporting the success of any new initiatives related to student transitions and support.

KEY DUTIES

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of Governance Affairs, the Employee will:

- Act as the liaison person on behalf of the Nation with the school division and its administrators and staff
- Enhance existing partnerships between the school division and the Community
- Provide student tracking information (enrollment, attendance, achievement) to the SPS and WDFN
- Communicate and work with the students and families of the Whitecap Dakota Nation who attend the Whitecap Dakota elementary school and Saskatoon Public Schools to ensure student success
- Enhance and promote educational partnerships on behalf of WDFN
- Work with secondary students in planning for post-secondary education, including support for applications and orientation.



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- Promote ideas with school division personnel that help build strong relationships with Indigenous Communities
- Develop programs, projects, and initiatives that support and enhance education for Indigenous students
- Participating in Committee meetings as required
- Provide monthly reports
- Attend Education Advisory Committee meetings for both WDFN and Saskatoon School Division
- Perform other duties within scope as assigned

QUALIFICATIONS

- Excellent leadership, organizational, and administrative skills (including budgeting)
- Interpersonal skills including building relationships with staff, students, and community
- Excellent verbal and written communication skills
- Knowledge of computer software applications would be an asset
- Possess qualities such as creativity, flexibility, team player and ability to work independently.
- Previous experience working with First Nation communities would be an asset
- Knowledge of Dakota culture, values and Elders protocols would be an asset
- Must possess a valid Saskatchewan driver's license and a reliable vehicle.

WHO CAN APPLY

- Bachelor's degree in Education or Social Work preferred; graduate-level coursework in Indigenous Studies is an asset.
- Preference will be given to candidates with a vocational background in education, social work, community development or other related fields.

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

APPLICATION PROCESS

Submit a cover letter and resume by email to: employment@whitecapdakota.com

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

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