



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office:

P. O. BOX 370
Cross Lake, MB. R0B 0J0
Ph: (204) 676-2917
Toll Free: 1-800-883-6256
www.crosslakeeducation.ca

Winnipeg Exchange Office:

620 – 240 Graham Ave
Winnipeg, MB. R3C 0J7
Ph: (204) 944-0802
Toll Free: 1-800-856-5091
hr@clea.mb.ca

POST-SECONDARY CLERK

POSITION SUMMARY

Reporting to the Manager of the Post-Secondary Department, the Post-Secondary Clerk will support students and staff through a range of administrative and clerical duties. This role is essential in helping manage student applications, records, communications, and daily operations of the Post-Secondary Department. This position is based in Winnipeg, MB.

KEY RESPONSIBILITIES

Administrative support:

- Process student applications ensuring documents are complete and maintained accurately.
- Manage incoming and outgoing communications, schedule meetings, assist with selection process.

Student and Team Support:

- Provide Information about funding, deadlines, and application steps.
- Help students use online forms and platforms.
- Assist in developing newsletters and updates.
- Support advisors by maintaining workflows during absences.
- Help organize orientation sessions and student engagement events.

Records and Financial Coordination:

- Assist with student finance documentation and updates.
- Coordinate and organize department records and reports.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- High school diploma (Grade 12).
- Previous administrative or student support experience preferred.
- Strong computer and organizational skills

- Must be willing to learn new systems
- Valid Class 5 Driver's License and access to reliable vehicle.
- Travel as required.
- Fluency in Cree is a strong asset.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>