

**Employment opportunity** Mentor-Apprentice Project (MAP) and Miromaa Project Assistant.

This position would be responsible for working with the Language Faculty Admin. Assistant and the Dean of Indigenous Languages. The primary task of this position is to work with MAP project, Data Collection and entry to the Miromaa dictionary project. The position will be approximately 37.5 hours per week. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

**Responsibilities & Specific Duties:**

- Manage the delivery of the MAP project, coordinating Elders with Mentors
- Organize and provide training for Pairs
- Advertise MAP opportunity to the communities
- Maintain and monitor progress of Language learners
- Interview Language Learners and Elders
- Conduct Pre and Post evaluations for MAP pairs
- Process Cheque Requisitions for MAP pairs as they complete hours
- Assist with Data input for the Miromaa Project
- Co-ordinate Elders for audio recordings
- Record words for Miromaa and input into the dictionary
- Provide quarterly progress reports
- Other duties as required by the Language team

**Qualifications:**

- Successful applicant will have to demonstrate a considerable degree of independence, good judgement while working collaboratively with team.
- Excellent verbal and written communication skills.
- Work independently as well as a team.
- Must have experience working with First Nations communities.
- Fluency in either Dene or nehiyawewin an asset.
- Must have good technology skills.
- Must be able to communicate with Elders.

**Posted:**

**Closing Date: Until Suitable Candidate found.** Please submit resumes to: Sheila Poitras, Executive Assistant University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email

[sheilap@bluequills.ca](mailto:sheilap@bluequills.ca)