



Summer Internship Opportunity

Position: Education Review Assistant	
Organization: Indigenous Advanced Education & Skills Council	Start Date: Early May 2026 End Date: August 29, 2026
Posting Date: April 15, 2026	Deadline to Apply: April 25, 2026

Summary

The **Education Review Assistant** is a full-time paid summer internship role. This role will support general office work and operations specific to administrative process development, partnership program related tasks for professional programs of study, administrative work for program applications, as well as research, information sharing and awareness building initiatives that contribute to the goals of the Organization

All work completed will be in accordance with the Indigenous Advanced Education and Skills Council (IAESC) mandate, policies, and the *Indigenous Institutes Act, 2017*.

This position is open to post-secondary students currently enrolled at an Indigenous Institute, College or University. **To be eligible to apply**, students must be returning to fulltime studies in the Fall.

About the Organization

At IAESC we offer you a challenging and exciting career opportunity that supports the advancement of the Indigenous post-secondary sector in Ontario. IAESC is an independent, non-political organization and not-for-profit organization.

Our mandate is to provide quality assurance for Indigenous Institutes in Ontario. We aim to support Indigenous Institutes in offering high quality culturally relevant programs guided by Indigenous worldviews, knowledge, traditions, and culture. IAESC supports the strengthening of Indigenous education by setting culturally grounded standards that ensure programs meet both Indigenous and academic benchmarks that are recognized across institutions, this means students can carry their credits forward as they continue their learning pathways. Our dedicated staff are also involved in research, partnership development, and other relevant initiatives.

The *Indigenous Institutes Act, 2017* (the Act) acknowledges the importance of Indigenous lead education for Indigenous learners in Ontario. Indigenous Institutes are learning spaces where the wellbeing of each learner, Indigenous knowledge, language, worldviews and ways of being come first.

Position Details

Qualifications

- Must be currently enrolled in post-secondary studies and returning to school in September 2026. Verification of enrolment status is required.
- Experience working with SharePoint, Microsoft Word, Excel and PowerPoint.
- Experience working with an Indigenous organization or community is considered an asset.
- Lived experience as a First Nations, Métis or Inuit person with direct experience and familiarity with your respective community.
- Currently enrolled in an Indigenous Teacher Education program or post-secondary program in a professional field of study (social work, nursing, early childhood education, etc.) is considered an asset.

Key Responsibilities

- Support pathways of post-secondary learning at Indigenous Institutes.
- Administrative support for quality assurance and partnership related tasks.
- Prepare relevant research, writing and presentation of information.
- Support various projects and deliverables with a quick turnaround.
- Carefully review, format, and edit documents.
- Tactfully work with confidential and sensitive information.
- Carry out additional duties as assigned.

Preferred Skills and Competencies

- Ability to work independently and take initiative.
- Strong organizational, research, and writing skills.
- Superior communication skills.
- Attention to detail and proven ability to meet deadlines.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example and dedication to the mission of IAESC.
- Experience in writing, research, and document preparation.
- An Ontario Driver's license or other valid license for use in Ontario is an asset.
- Interest in and lived experience with Indigenous culture and language is an asset.

Language Requirements

Proficiency in English, both oral and written.

Location

The primary workplace location will be a remote work from home setting. There may be some in person meetings or overnight travel through the course of the summer,



however, ample notice will be provided for planning and travel coordination. Travel expenses will be reimbursed in accordance with IAESC's Travel Guidelines.

Fixed-term Employment

Hours of work are 35 hours/week. The position will start in early May and end on August 29, 2026.

To Apply

Please send your cover letter or letter of interest along with your resume to communications@iaesc.ca by April 25, 2026, 11:59 P.M. Please include confirmation of student enrolment status and how you self-identify (First Nations, Métis or Inuit).

