

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Community Service-Learning Officer
DEPARTMENT:	Office of Indigenous Initiatives
CLASSIFICATION:	Administrative
SALARY LEVEL:	Three (3)
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Manager, Indigenous Student Success

SUMMARY OF FUNCTIONS:

As a member of the Nipissing University team, the Officer will be an ambassador for the University and provide leadership and strategic direction for the Biidaaban Community Service-Learning (BCSL) program. As a member of the Office of Indigenous Initiatives, the Officer, among its many roles, is responsible for establishing and maintaining effective partnerships between Indigenous (First Nations, Metis and Inuit) communities, area school boards, faculty, and students on behalf of the University.

The Officer will also oversee and manage the fiscal operation the Biidaaban Community Service-Learning program. Working with students, faculty, area school boards, and community partners, the Officer will develop, implement and support the Biidaaban Community Service-Learning opportunities and projects as well as implement the key goals and objectives identified in the Aboriginal Strategic Plan and the University strategic plan. The Officer supervises the Student Placement Coordinator.

DUTIES & RESPONSIBILITIES:

Administration of the Biidaaban Community Service-Learning program

(50%)

- Provide strategic development and planning for the Biidaaban Community Service-Learning program
- Distribute and administer all human, physical, and financial resources effectively and efficiently
- Review and implement current administrative policies and procedures, and develop new policies and procedures
- Provide direction, leadership and co-ordination to team and team functions
- Develop project standards, framework and protocols
- Develop memorandums of understanding with school boards and community partners
- Develop, maintain and communicate timely information on status and progress of all partnerships
- Prepare statistical reports and other reports for funding purposes, for institutional analysis, information sharing and publications
- Oversee the development and implementation of a database for CSL placements
- Develop a recruitment plan for students as well as orientation, trainings and debriefings for students participating in programs
- Develop, implement and monitor annual operating budget
- Ensure the program and office function efficiently and effectively
- Develop, maintain and continue to improve a communication and information management strategy
- Evaluate the overall programs with relevant stakeholders and recommend changes based on findings
- Conceptualize theme and goals for all special events related to the programs
- Develop short and long range plans for the programs that respond to the strategic and academic plans of the University and the Office of Indigenous Initiatives

- Determine priorities and establish goals and objectives accordingly using the most efficient and effective methods
- Advise senior leadership Biidaaban Community Service-Learning opportunities, projects and operations

Budget development, oversight, preparation and administration (20%)

- Set priorities, develop and manage Biidaaban Community Service-Learning budgets effectively, efficiently and in a fiscally responsive manner
- Prepare annual program budgets
- Prepare grant proposals for external sources and agencies
- Prepare annual reports and collaborate with finance officers to complete annual financial statements

Recruit, train, supervise, and support students (20%)

- Review applications and conduct interviews to determine BCSL placements
- Organize and facilitate workshops, orientation and training sessions for students
- Prepare and deliver presentations
- Supervise students on placement, including site visits
- Facilitate debriefing sessions
- Develop protocols and processes for engaging with youth, and ensure that protocols respond to policies of participating school boards and First Nation communities

Administrative responsibility for marketing, research, and liaison initiatives (10%)

- Working with the colleagues and internal public relations offices, develop and implement a campus-wide BCSL marketing plan that uses effective media to promote
- Provide key information, content and any other relevant information on marketing and information sharing to the public
- Oversee the capture, preparation and editing of video and photographic documentation of programs
- Research and develop effective resources (including training literature and manuals), and other resources that will be used by faculty, staff, students and community partners
- Organize sessions and learning opportunities for audiences on BCSL
- Establish and maintain regular communications with community partners, schools and First Nations
- Organize meetings, committees and workshops for administrators, students, community partners, and schools
- Gather and make available information and relevant research on BCSL
- Lead sessions within university, schools, and with community partners on BCSL

Any other tasks assigned.

QUALIFICATIONS:

Education: Undergraduate degree in a human-services discipline (Social Work, Education) or other relevant field

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three years of relevant work experience
- Experience in program and project development
- Experience in Community Service-Learning programs
- Experience in supervising programs (administrative and supervisory experience)
- Liaison experience with community groups and volunteer agencies
- Budgetary and financial experience

- Experience in an educational setting, knowledge of the university system, policies, and procedures
- Ability to work with minimal supervision
- Excellent verbal and written communication skills
- Excellent training and presentation skills
- Excellent problem solving and decision making skills
- Ability to handle difficult situations with tact and diplomacy
- Ability to travel
- Excellent organizational, time management, and prioritization skills
- Excellent interpersonal skills to translate the vision of Biidaaban Community Service-Learning to internal and external audiences
- Ability to maintain confidentiality
- Ability to manage numerous projects concurrently
- Initiative
- Ability to manage and work effectively in a fast paced environment
- Excellent computer skills
- Knowledge of Nipissing University's policies and procedures

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Indigenous Student Success

Workers supervised: Student Placement Coordinator, Student Employees

Internal Contacts: Student, staff, faculty

External Contacts:

- Nipissing University Indigenous Council on Education
- School boards
- Schools
- First Nations
- Indigenous organizations
- Community organizations
- Funder(s)
- Media (radio, newspapers, magazines)
- Prospective partners

Materials utilized:

- General Office Equipment
- Electronic video equipment, video camera, video-editing software, digital camera
- Software: Microsoft Office Suite, Internet Explorer, Webadvisor, Datatel, SL Pro

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Some travel
- On-call duties
- Visual, listening and mental concentration
- Evening and week-end work required occasionally
- Standard office environment

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and responsibilities are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

.....
Approvals

Supervisor

Date

Human Resources

Date