

**Nipissing University POSITION
DESCRIPTION**

POSITION TITLE:	Student Placement Coordinator
DEPARTMENT:	Office of Indigenous Initiatives
CLASSIFICATION:	Coordinator A
WAGE GRADE:	50
EMPLOYMENT STATUS:	Full-Time Support
SUPERVISOR:	Community Service Learning Officer

SUMMARY OF FUNCTIONS:

Reporting to the Community Service Learning Officer, the Student Placement Coordinator will be an ambassador for the University supporting specialized programs serving First Nation, Metis and Inuit students on-campus and in the local community through the Biidaaban Community Service-Learning (BCSL) and Wiidooktaadwin Indigenous Mentorship Initiatives (WIMI) programs. The Student Placement Coordinator will coordinate, implement, and support student placements in the Biidaaban Community Service-Learning and Wiidooktaadwin Indigenous Mentorship Initiatives programs through a practice and approach rooted in Indigenous worldview and honouring the reclamation of Indigenous cultures, lands, voices and ways of knowing.

As a member of the Office of Indigenous Initiatives team, the Student Placement Coordinator, among its many roles, is responsible for supporting effective partnerships between community partners, students, and faculty. The Student Placement Coordinator will also support and contribute to the key goals and objectives identified in the most recent Indigenous Strategic Plan and the University strategic plan. We encourage applications from members of these communities to accurately represent our student population on-campus while creating a welcoming, culturally supportive environment. The hours of work may rotate and be flexible depending on the needs of the department. The Student Placement Coordinator will be notified in advance of any changes to the regularly scheduled shifts as outlined in the Article 22.02 of the collective agreement.

DUTIES AND RESPONSIBILITIES:

**Biidaaban Community Service-Learning and
Wiidooktaadwin Indigenous Mentorship Initiatives Programs (75%)**

- Coordinate and implement a database for all student placements in Biidaaban Community Service- Learning (BCSL) and participants in Wiidooktaadwin Indigenous Mentorship Initiatives (WIMI) programs
- In consultation with CSL Officer and Indigenous Mentorship Coordinator, implement a recruitment plan for student participants in BCSL and WIMI programs on campus
- In consultation with CSL Officer, review and make recommendations on applications and interviews to determine BCSL
- Ensure required documentation such as Criminal Record Checks, confidentiality agreements, and health declarations are complete and up to date
- In consultation with CSL Officer coordinate training, debriefing sessions and evaluations for BCSL program student volunteers

- In consultation with the Indigenous Mentorship Coordinator, assist with the coordination of training, debriefing sessions and evaluations for WIMI student mentors and volunteers
- Develop and monitor weekly program schedules
- Present timely and efficient responses to student placement issues
- Coordinate transportation logistics
- Organize and collect student evaluations and weekly reports
- In support of the CSL Officer, and Indigenous Mentorship Coordinator, visit placement students and mentors while in community
- Engage with Indigenous youth, where needed, when on site in support of programs
- Assist the CSL Officer and Indigenous Mentorship Coordinator in preparation of Memorandums of Understanding
- Be the first point of contact for BCSL and WIMI program inquiries from students
- Coordinate all logistical planning for special events and initiatives related to the BCSL and WIMI programs

Program promotion and information sharing with University Departments and Community

(25%)

- Collaborate with other departments for effective promotions and events in support of BCSL and WIMI programs.
- Organize and support the promotion of BCSL and WIMI to the campus community and externally to the larger community through contributions to the website, social media, and other materials for students, faculty, and partners
- Record and maintain current, accurate and timely information on status of all partnerships
- Provide key information, content and any other relevant information on marketing and information sharing to the public
- Capture, prepare, edit, and preserve video and photographic documentation and photo/video release forms for social media and reports
- Provide support to CSL Officer and the Indigenous Mentorship Coordinator in the maintenance of regular communications with community partners
- Responsible for logistical coordination of Advisory Committees for Biidaaban Community Service-Learning and Wiidooktaadwin Indigenous Mentorship Initiatives
- Maintain and update program website information
- Collect and consolidate data for reporting and program evaluation
- Prepare materials for program activities

Any other tasks assigned

QUALIFICATIONS:

Education: Undergraduate degree in a human-services discipline

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

Training, Experience, Knowledge & Skills Required:

- One to three years of practical experience
- Experience engaging and supporting Indigenous students, communities and/or organizations
- Experience in marketing, promotions and communications
- Experience with program and project development and maintenance
- Ontario Driver's License and access to a vehicle
- Strong working knowledge of Indigenous culture and worldview
- Strong working knowledge of computer and software applications
- Strong ability to coordinate schedules, peoples and arrangements for placements
- Excellent ability to engage with First Nation, Métis and Inuit students, youth, communities and organizations
- Excellent interpersonal skills, written and oral communication skills

- Experience working in a team environment as well as individually with minimal supervision to achieve program goals
- Excellent knowledge of confidentiality procedures and ability to protect and maintain confidentiality of verbal and written communications
- Ability to work effectively in a fast paced environment serving students
- Excellent organization, priority and time management skills
- Working knowledge of post-secondary education
- Working knowledge of O365, MS Teams, Zoom

RELATIONSHIPS/CONTACTS:

Supervised by: Community Service Learning Officer

Internal Contacts: Students, staff, and faculty

External Contacts:

- School boards
- Schools, First Nation Communities
- Indigenous organizations
- Funder(s)
- Media (radio, newspapers, magazines)
- Prospective partners, Parents, family members and supporters of youth involved in programs

MATERIALS UTILIZED:

- General Office equipment
- Electronic video equipment, video camera, video-editing software, digital camera
- Microsoft Office Suite (Word, Publisher, Excel, PowerPoint) Webadvisor, Datatel, SL Pro

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Routine physical activity most of the time, including a mix of standing, sitting, walking and light lifting
- Visual, listening and mental concentration
- Shared office space
- Conflicting deadlines
- Flexible work schedule, some evenings and weekend work may be required occasionally in order to accommodate the needs of department
- Hours of work may rotate and be flexible, on occasion

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

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Approvals

Supervisor

Date

Human Resources

Date