

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Student Success and Development Coordinator, Indigenous Education Programs
DEPARTMENT:	Schulich School of Education
CLASSIFICATION:	Coordinator C
WAGE GRADE:	70
EMPLOYMENT STATUS:	Full-Time Support Staff
SUPERVISOR:	Principal, Indigenous Education Programs

SUMMARY OF FUNCTIONS:

Reporting to the Principal, Indigenous Education Programs, the Student Success and Development Coordinator will be an ambassador for the university community. As a member of the Schulich School of Education, the Coordinator is responsible for developing, coordinating, and evaluating student support programs and services both independently, and in conjunction with other colleagues, departments and external organizations.

Taking day-to-day direction from the Principal, Indigenous Programs, an additional area of responsibility is to act as a liaison between the University and Indigenous communities and organizations on behalf of students, as well as for successful recruitment and retention of Indigenous (First Nations, Metis and Inuit) students. Working with the Indigenous Initiatives team, the Coordinator's work will also support the key goals and objectives of the Office of Indigenous Initiatives and the University's strategic plan. There may be occasional events held in the evening and/or on weekends that the Coordinator is required to attend. The hours of work may rotate and be flexible depending on the needs of the department. If required, the Coordinator will be notified in advance of any changes to the regularly scheduled shifts as outlined in Article 22.02 of the collective agreement.

DUTIES & RESPONSIBILITIES:

Student Support

(70%)

Academic/Educational support:

- Provide guidance and the provision of resources to assist with the development of a plan for success for on-campus, and online (virtual) courses and placements/practice
- Effective liaison with students, colleagues, and staff in other departments, faculty members, and external partners, as well as providing referrals when appropriate
- Screen, train, mentor, and provide ongoing support for student leaders engaged to assist with tutoring and support programs for Indigenous students

Personal support:

- Assist and enable students to develop and exercise a positive approach and practice for study
- Refer students to professional student supports when appropriate
- Support student completion of bursary and scholarship applications

Transition Support:

- Assist with registration, course selection, schedules, orientation, housing, and finding other community services, and work with other departments and colleagues where appropriate
- Develop and maintain transition programming to support the successful move to university studies. This will be

carried out in collaboration with other support services for Indigenous learners at colleges, universities, Indigenous post-secondary institutions, and Indigenous communities.

- Develop and maintain post-graduation communications related to educational programs and professional development opportunities

Cultural/Social Support:

- Plan and organize cultural, social and other events in collaboration with other departments, staff, student volunteers and community organizations (e.g., orientation, luncheons, graduation events, campus events, etc.)
- Liaise with Elders and additional external community knowledge keepers to organize and deliver programming designed to support students (ie. personal, cultural, social, etc.)

Cross-Department Support and Programming:

(15%)

- Conduct outreach and act as a liaison to Indigenous communities and organizations
- Engage in meetings, conferences, workshops, seminars, and presentations pertaining to Indigenous programming, supports and services
- Supporting Bachelor of Education students in locating local Indigenous resources and services
- Support the arrangement of meetings, tours, and visits from Indigenous counsellors, Indigenous high school students, college students, and Education Officers as well as the planning of Indigenous recruitment activities on campus and in communities

Assessment and Reporting

(15%)

- Carry out regular work plans and reporting activities that will include assessments and recommendations. Reports will include but not be limited to qualitative and quantitative data and information on workshops, supports and resources related to Indigenous Education programs with accompanying recommendations.
- Implement and maintain internal records regarding student progression, retention, and academic status

Any other duties as assigned

QUALIFICATIONS:

Education: A University degree in psychology, social work, education, or Indigenous Studies

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

Training, Experience, Knowledge & Skills Required:

- Two to three years of practical experience
- Experience working with Indigenous students, communities and/or organizations
- Proficient interpersonal and communication skills, particularly in working with Indigenous communities and cultures
- Strong working knowledge of computer and software applications (MS Office Suite, Internet, E-mail)
- Counseling methods/techniques and experience with students or adults
- Knowledge and excellent comfort level working with Indigenous students, communities and organizations
- Superior interpersonal skills
- Knowledge of confidentiality procedures and ability to protect and maintain the confidentiality of verbal and written communication concerning students and clients
- Ability to engender trust with students and clients
- Ability to work with minimal supervision
- Ability to multi-task in an office with an open-door (on campus and virtual) policy for serving students
- Excellent written and verbal communication skills
- Excellent priority and time management skills
- Experience with program and project development and maintenance
- Ability to carry out budget forecasting and budget monitoring

- Working knowledge of post-secondary education systems (universities, colleges and Indigenous post-secondary institutions)
- Knowledge of First Nation structures and processes
- Ability to travel occasionally. Valid "G" Driver's license required
- Able to provide a recent, negative Criminal Record Check with vulnerable sector screening

RELATIONSHIPS/CONTACTS:

Supervised by: Principal, Indigenous Education Programs, Schulich School of Education

Internal Contacts: Students, staff and faculty

External Contacts:

- First Nations
- Directors of Education at First Nations and Education Authorities
- Indigenous Student Counsellors (on and off reserve)
- Principals and teachers in First Nation schools
- Indigenous organizations
- Representatives of other colleges, universities and Indigenous post-secondary institutions
- Nipissing University Indigenous Council on Education

MATERIALS UTILIZED:

- Standard office equipment
- Rental Vehicle
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Internet and Electronic Mail
- University Administrative Databases (ie. Datatel, Webadvisor)

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Mix of standing, sitting, walking and light lifting
- Visual, listening and mental concentration
- Interruptions
- Occasional travel
- Evening and week-end work occasionally required in order to accommodate the needs of the department
- Standard office environment

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

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date