

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Indigenous Mentorship Coordinator

DEPARTMENT: Office of Indigenous Initiatives

CLASSIFICATION: Coordinator C

SALARY LEVEL: WG 70

EMPLOYMENT DEFINITION (STATUS): Full-time Support

SUPERVISOR: Manager, Indigenous Student Success

SUMMARY OF FUNCTIONS:

The Indigenous Mentorship Coordinator will be an ambassador for the University and provide development and coordination of Indigenous Mentorship programs at Nipissing University. Indigenous mentorship programs include on campus peer mentorship during the academic year, the Summer Indigenous Institute, outreach programming with Indigenous youth in local schools and events on campus. The Indigenous Mentorship Coordinator will develop recruitment and retention strategies for current and future Indigenous (First Nations, Metis and Inuit) student employees, student mentors and youth in the programs including orientations, trainings and supervision of students.

The Indigenous Mentorship Coordinator will be responsible for the development of program materials, effective and efficient programs, effective budgeting, and liaising with partners for the various Indigenous mentorship programs on campus and in the community. Working with student employees, student volunteers, area school boards, and community partners, the Indigenous Mentorship Coordinator will develop, implement and support Indigenous Mentorship programs rooted in Indigenous worldview and in support of the key goals and objectives identified in the Indigenous strategic plan and University strategic plan.

DUTIES & RESPONSIBILITIES:

Coordinate Indigenous Mentorship Programs

(40%)

- Provide development and planning for Indigenous Mentorship programs (peer mentorship, Summer Indigenous Institute, Wiidooktaadwin Indigenous Mentorship with local schools)
- Develop program frameworks and timelines
- Develop program materials (including student guides)
- Develop policies and protocols
- Develop, maintain and communicate timely information on status and progress of all partnerships
- Prepare reports for funding purposes, for institutional analysis, and information sharing
- Develop and implement a recruitment plan for Indigenous (First Nations, Metis and Inuit) student employees and student volunteers for the programs
- In partnership with secondary schools, develop and implement a recruitment plan for Indigenous (First Nations, Metis and Inuit) youth
- Coordinate orientation, trainings and debriefings for students participating in the programs
- Implement and monitor the Indigenous mentorship program budget effectively, efficiently and in a fiscally responsive manner
- Ensure the programs, events and any pilot projects function efficiently and effectively
- Evaluate the Indigenous mentorship programs annually with relevant stakeholders; recommend and implement changes based on findings

- Coordinate events related to the programs, including Aasgaabwitwaadwin Indigenous Leadership Conferences

Recruit, train, supervise, and support student employees and student volunteers

(25%)

- Organize and facilitate workshops, orientations and training sessions for student employees, student volunteers and prospective student volunteers
- Develop and implement a recruitment plan for student volunteers and student employees
- Supervise student employees
- Facilitate debriefing sessions with student employees and student volunteers
- Develop protocols and processes for engaging with youth, and ensure that protocols respond to policies of participating school boards and First Nation communities

Liaison with partners

(15%)

- Establish and maintain regular communications with community partners, schools and First Nations notifying them regarding the program dates, recruitment dates, events
- Organize meetings and workshops for administrators, students, community partners, and schools
- Develop memorandums of understanding with school boards
- Attend meetings with administrators, community partners and schools

Development of materials

(20%)

- Develop and facilitate the Indigenous Mentorship Programs' content, including frameworks and experiential learning workshops
- Building on the successes of Indigenous Mentorship programming at Nipissing University, incorporate emerging research in the field, emphasizing Indigenous knowledge and experiential learning
- Gather and make available information and relevant research on Indigenous mentorship to inform and strengthen engagement and subsequent planning
- Oversee the capture, preparation and editing of video and photographic documentation of initiatives and events
- Develop effective resources that will be used by staff, students and community partners
- Develop recruitment materials in print and other forms
- Regularly update the program and event information on the website and via social media

Other duties as assigned

QUALIFICATIONS:

EDUCATION: University degree in psychology, social work, education, Indigenous Studies 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:

- Two or three years of related work experience
- Experience in an educational setting
- Experience in mentorship and leading programs and/or project development
- Knowledge of Indigenous worldview and ways of knowing
- Experience with Indigenous communities and schools
- Knowledge and understanding of current challenges faced by Indigenous youth in an educational setting (kindergarten to grade 12) and those transitioning to post-secondary.
- A current criminal record check/vulnerable sector check (i.e. not have been convicted of a criminal offence for which

a pardon has not been granted) is required.

- Knowledge of Nipissing University's policies and procedures considered an asset
- Relevant budgeting experience
- Proficient interpersonal and communication skills, particularly in working with Indigenous youth and Indigenous communities
- Ability to work with minimal supervision in a fast paced environment
- Superior organizational, time management, and prioritization skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to maintain confidentiality
- Excellent training and presentation skills
- Ability to manage numerous projects concurrently
- Excellent computer skills
- Superior problem solving skills
- Ability to handle difficult situations with tact and diplomacy
- A valid Ontario driver's license and access to a personal vehicle during work hours is required

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Indigenous Student Success

Workers supervised:

- Student employees
- Student volunteers

Internal Contacts: Students, Faculty, Staff

External Contacts:

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

MATERIALS UTILIZED:

- General office equipment
- Electronic video equipment, video camera, video-editing software and digital camera
- Webadvisor, Datatel

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Some travel
- Intense visual, listening and mental concentration
- Evening and week-end work required occasionally

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