

**Nipissing University**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Student Success and Development Coordinator
<b>DEPARTMENT:</b>	Office of Indigenous Initiatives
<b>CLASSIFICATION:</b>	Coordinator C
<b>WAGE GRADE:</b>	WG 70
<b>EMPLOYMENT STATUS:</b>	Full-time Support
<b>SUPERVISOR:</b>	Manager, Indigenous Student Success

**SUMMARY OF FUNCTIONS:**

As a member of the Office of Indigenous Initiatives, the Student Success and Development Coordinator is responsible for developing, coordinating, supervising, and evaluating student support programs and services for Indigenous (First Nations, Metis, and Inuit) students both independently, and in conjunction with other colleagues and departments. As a member of the Nipissing University team, the Coordinator will be an ambassador for the University community.

The Coordinator will act as a liaison between the University and Indigenous communities and organizations on behalf of students, as well as for the purposes of successful recruitment and retention of Indigenous (First Nations, Metis and Inuit) students. As a member of the Office of Indigenous Initiatives team, the Coordinator's work will also support the key goals and objectives identified in the Aboriginal Strategic Plan and the University strategic plan.

**DUTIES & RESPONSIBILITIES:**

**Student Support:** **65%**

The Student Success and Development Coordinator will support a diverse Indigenous student body, including students from remote First Nations communities and urban centres, mature, first-generation learners, and students with children. Planning of programs and services for Indigenous student success will focus on the development of skills and building capacity for Indigenous students through culturally supportive and inclusive methods of delivery and content. The Student Success and Development Coordinator will, in conjunction with their colleagues, facilitate an intergenerational learning environment that is responsive to student needs.

**Academic support:**

- Provide guidance in the development of student plans for success
- Liaise with students, colleagues and staff in other departments and faculty members, as well as provide referrals when appropriate, including to Student Accessibility Services, Student Counselling Services, and other departments
- Screen, train, supervise and provide ongoing support and guidance to student leaders engaged to assist with tutoring of Indigenous students in university studies
- Plan and organize the delivery of academic support workshops with appropriate departments; plan, organize and deliver workshops when appropriate

**Personal support:**

- Provide support that will enable students to develop and exercise a positive approach and practice for study by meeting regularly with students
- Refer students to professional student supports when appropriate

- Plan, organize, and deliver personal support workshops in relation to Indigenous wellness and the Sweetgrass Holistic Approach to Student Support
- Support student completion of bursary and scholarship applications

**Transition Support:**

- Support the student application process, registration, course selection, housing, and locating community services when necessary by liaising with colleagues and services where appropriate
- Plan and organize annual orientations for incoming Indigenous students
- Develop and maintain transition programming to support the successful move to university studies, carried out in collaboration with other support services for Indigenous students at colleges or universities

**Cultural/Social Support:**

- Plan, organize and evaluate cultural and social events in collaboration with other departments, staff, student volunteers and community organizations (e.g. annual Welcome Powwow, monthly luncheons, graduation events, campus events, etc.)
- Plan and organize cultural and educational workshops, including liaising with Elders and Indigenous knowledge holders
- Develop and deliver a plan for land-based learning.
- Provide support with caring for sacred items as needed.
- Plan and organize events with speakers and workshop providers (including professionals and Indigenous knowledge holders) for the Enji giigdoyang Speaker Series and annual Indigenous Week

**Liaison Activities:**

**15%**

- Conduct outreach and act as a liaison to various Indigenous communities
- Participate in meetings, conferences, workshops, seminars, presentations, Indigenous education committees, and working groups with local education organizations pertaining to Indigenous issues
- Develop and carry out social media campaign in conjunction with the Student Success & Development Coordinator, Indigenous Student Transitions
- Collaborate with local college and educational institutions to organize and implement tours for Indigenous counsellors and prospective students
- Support the Indigenous Recruitment Officer's arrangement of meetings, tours, and visits from Indigenous counsellors, Indigenous secondary school students, college students, and Education Officers as well as the planning of Indigenous recruitment activities on campus and in communities.

**Other:**

**20%**

- Carry out regular work plan and reporting activities that will include recommendations. Reports will include but not be limited to qualitative and quantitative data and information, evaluations on programs and accompanying recommendations.
- Support budget forecasting and budget monitoring for programs and purchases
- Additional event planning
- Provide academic and personal support to students enrolled in the Indigenous Foundations Program and Summer Indigenous Institute when required
- Engage with faculty and staff at Nipissing University so that they gain a deeper understanding of Indigenous student success and the Office of Indigenous Initiatives' approach and practice

**Any other duties as assigned**

## QUALIFICATIONS:

**EDUCATION:** 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 or three years of related experience
- An understanding of Indigenous wellness or holistic support and the ability to apply it to program development and delivery
- Strong working knowledge of computer and software applications (MS Office Suite, Internet, E-mail, Online Video Conferencing Platforms)
- Experience delivering support activities through online and remote learning platforms
- Counselling methods/techniques and experience with Indigenous students or adults
- Excellent understanding of, knowledge and excellent comfort level working with Indigenous students, communities and organizations
- Superior interpersonal and communication skills, particularly in working with Indigenous peoples
- 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 multitask in an office with a student-centred approach
- 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, including the college system
- Knowledge of First Nation structures and processes
- Ability to travel occasionally in the local area

## RELATIONSHIPS/CONTACTS:

**Supervised by:** Manager, Indigenous Student Success

**Workers supervised:** Student employees

**Internal Contacts:** Students, Faculty, Staff

### **External Contacts:**

- First Nations
- Directors of Education at First Nations and Education Authorities
- Indigenous Student Counsellors
- Indigenous graduation coaches
- Principals and teachers in First Nation schools
- Indigenous graduation coaches
- Indigenous organizations
- Representatives of other colleges and universities

**MATERIALS UTILIZED:**

- General office equipment
- Vehicle
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Internet and Electronic Mail

**PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Routine physical activity most of the time, including a mix of standing, sitting, walking and light lifting
- Intense visual, listening and mental concentration
- Frequent interruptions
- Occasional travel in the local area
- Evening and week-end work required
- Separate office
- 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 of my responsibilities as herein described.**

---

Employee Name (please print)

---

Employee Signature

---

Date

---

**Approvals**

---

Supervisor

---

Date

---

Director, Human Resources

---

Date