

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

<b>JOB TITLE:</b>	Indigenous Student Success & Development Coordinator, Student Transitions
<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
<b>Revised:</b>	March 2025

**SUMMARY OF FUNCTIONS:**

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

Indigenous student transition programs have academic and holistic support components. The coordinator will assist Indigenous (First Nations, Metis, and Inuit) students in enrolling in university courses to prepare them for successful entrance into a degree program. Indigenous student transition programs also provide students with academic, personal and cultural supports, through an Indigenous programming framework for their success.

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 the purposes of successful recruitment and retention of Indigenous 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 Indigenous Strategic Plan and the University strategic plan.

**DUTIES & RESPONSIBILITIES:**

**Student Support:** 60%

The Indigenous Student Success & Development Coordinator, Student Transitions 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. The planning of programs and services for Indigenous Student Success will focus on the development of skills and building capacity for Indigenous students in transition to university 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.

As a member of the Office of Indigenous Initiatives team, and in collaboration with other departments, the coordinator will provide:

**Academic support**

- Provide guidance in the development of student plans for success including goals, timelines, referrals, and participation in workshops
- Effectively liaise with students, colleagues, faculty members and staff in other departments and provide referrals when appropriate, to Student Learning & Transitions, Student Accessibility Services, Student Financial Services,

Services, and other departments

- Screen, train, supervise and provide ongoing support and guidance to student mentors engaged to assist with tutoring and successful transition of Indigenous students into university studies and the university environment
- Plan and organize the delivery of academic support workshops with departments; plan, organize and deliver academic workshops

**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 support when appropriate
- Plan, organize, host and deliver student workshops in relation to Indigenous wellness and the Sweetgrass Holistic Approach to Student Support
- Plan, organize and deliver workshops on Indigenous student sponsorships, OSAP, bursaries & scholarships

**Transition Support:**

- Support the student application process, registration, course selection, housing, and locating appropriate community services by liaising with colleagues and services where appropriate
- Plan and organize orientations for incoming cohorts of Indigenous students in transition programs
- 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
- Continue to support students who have successfully completed the Indigenous Foundations Program as they transition to their degree programs

**Cultural/Social Support:**

- Plan and organize cultural and social events in collaboration with other departments, staff, student volunteers and community organizations (e.g. annual Welcome Powwow, monthly potluck luncheons, graduation events, campus events, etc.)
- Plan, organize, and deliver cultural and educational workshops, including liaising with Elders and Indigenous knowledge holders
- Develop and deliver a plan for land-based learning

**Program Coordination:**

**20%**

- Coordination of Indigenous student transition programs
- Participate in the development and implementation of a marketing and recruitment plan including social media campaigns, call campaigns, community workshops, and recruitment sessions online and in person.
- Contribute to the development of program policies, procedures and practice in the area of Indigenous student transition
- Ensure that the program meets the program completion and progression to degree requirements.
- Liaise with faculty on student issues
- Track student academic performance and attendance and provide intervention strategies as necessary
- Consult with Dean of Arts and Science on matters around course selection and program course schedule
- Organize and contribute to program, committee or faculty meetings as required
- Advise on program admission policy, process and student flow
- Contribute to application screening and registration

**Liaison:**

**10%**

- Provide effective liaison between the University and Indigenous organizations and communities:
  - Conduct outreach and act as a liaison to 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
- 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
- Lead and coordinate Debwendizon, the Indigenous Youth Education Gathering, on campus annually

**Other:**

**20%**

- Carry out regular work plans and reports that will include recommendations (reports will include but not be limited to qualitative and quantitative data and information, evaluations on programs and accompanying recommendations, etc.)
- Support budget forecasting and budget monitoring for programs and purchases
- When necessary, provide academic and personal support to students in the Office of Indigenous Initiatives
- 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
- Deep understanding and experience supporting students who have experienced oppression, racism, and connect to their community
- An understanding and proven experience with Indigenous wellness and holistic supports and the ability to apply it to program development and delivery
- Knowledge of Indigenous issues among the Canadian post-secondary student population
- Experience in counselling methods/techniques with Indigenous students or adults
- Excellent understanding and confidence in working with Indigenous students, communities, and organizations
- Experience providing academic support to undergraduate students
- Superior interpersonal and communication skills, particularly in working with Indigenous learners
- Knowledge of Indigenous governance structures and processes
- Experience delivering support activities through online and remote learning platforms
- Strong working knowledge of computer and software applications (MS Office Suite, Microsoft Teams, Canva Pro, Internet, E-mail, Online Video Conferencing Platforms)
- Knowledge of confidentiality procedures and ability to protect and maintain the confidentiality of verbal and written communication concerning students
- 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
- Specialized working knowledge of Indigenous post-secondary education, including the college system

- Ability to travel occasionally in the local area

#### RELATIONSHIPS/CONTACTS:

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

**Workers supervised:** Student Employees

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

**External Contacts:**

- Indigenous communities
- 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
- Visual, listening, and mental concentration
- Frequent interruptions
- Occasional travel in the local area
- Evening and week-end work may be 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.

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Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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Human Resources

Date

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