

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Biidaaban Community Service-Learning Officer
DEPARTMENT:	Office of Indigenous Initiatives
CLASSIFICATION:	Administrative
SALARY LEVEL:	Three (3)
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Manager, Indigenous Student Success

SUMMARY OF FUNCTIONS:

As a member of the Office of Indigenous Initiatives, the Biidaadan Community Service-Learning Officer provides leadership for the planning, administration, implementation, and evaluation of the Biidaaban Community Service-Learning (BCSL) program.

Guided by Indigenous ways of knowing, being, and doing, the Officer develops and sustains respectful and reciprocal relationships with local Indigenous (First Nation, Métis, and Inuit) communities, school boards, community organizations, faculty, and students to support experiential learning opportunities that contribute to Indigenous student success, leadership development, belonging, and community engagement.

The Officer oversees the day-to-day operations of the BCSL program, including partnership development, program administration, student recruitment and support, budget management, and program evaluation. The Officer works collaboratively with Elders, Knowledge Holders, community partners, faculty, and students to create culturally relevant learning experiences that reflect Indigenous values and priorities.

The Officer supports the implementation of priorities identified in the Indigenous Strategic Plan and the University Strategic Plan and supervises the Indigenous Student Engagement and Placement Coordinator and student employees.

DUTIES & RESPONSIBILITIES:

Administration of the Biidaaban Community Service-Learning program (40%)

- Lead the implementation, administration, and continuous improvement of the Biidaaban Community Service-Learning (BCSL) program
- Develop and maintain program procedures, protocols, and practices that reflect Indigenous values, cultural safety, and relational accountability
- Support the implementation of priorities identified in the Indigenous Strategic Plan and the University Strategic Plan
- Oversee program operations and ensure the effective use of human, physical, technological, and financial resources
- Support the development and maintenance of student placement databases and information management systems
- Develop and implement student recruitment, orientation, training, and debriefing processes
- Monitor program outcomes and utilize evaluation findings to support continuous improvement
- Prepare statistical reports and program reports for funding, institutional reporting, and information sharing purposes

- Collaborate with faculty, staff, Indigenous communities, school boards, and community organizations to identify and support experiential learning opportunities
- Support the development of Indigenous student leadership opportunities through community-engaged and experiential learning initiatives
- Collaborate with the Office of Indigenous Initiatives team to support student engagement initiatives and culturally relevant programming

Community Engagement & Partnership Development

(20%)

- Develop and maintain respectful, reciprocal, and sustainable relationships with Indigenous communities, organizations, schools, and school boards
- Serve as the primary liaison for community partners participating in BCSL initiatives
- Support the development and maintenance of Memoranda of Understanding and partnership agreements
- Conduct community visits and partner meetings to support relationship-building and program development
- Engage with Elders, Knowledge Holders, and community representatives in ways that reflect community protocols and cultural practices
- Maintain ongoing communication with community partners regarding placement opportunities, program outcomes, and emerging community priorities
- Support collaborative planning of community-based learning opportunities that respond to community interests and priorities
- Represent the University and the BCSL program in community, educational, and organizational settings as appropriate
- Facilitate respectful collaboration between students, faculty, community partners, and Indigenous communities

Budget Development, Oversight, and Administration

(15%)

- Assist in the development and implementation of annual program budgets
- Monitor program expenditures and ensure financial resources are utilized responsibly and effectively
- Prepare financial and program reports as required by university and funding partners
- Collaborate with Finance and other university departments to ensure accountability and reporting requirements are met
- Maintain accurate financial and administrative records related to program operations
- Monitor program resource needs and make recommendations regarding budget priorities and expenditures
- Assist with the preparation of funding applications, proposals, and program sustainability initiatives, where appropriate

Recruit, Train, Supervise, and Support Students

(15%)

- Review applications and conduct interviews to determine BCSL placements
- Coordinate student recruitment, orientation, and training activities
- Supervise students participating in placements, including site visits and ongoing support
- Facilitate reflection, sharing circles, and debriefing opportunities that support student learning and leadership development
- Develop protocols for engaging Indigenous youth and students in alignment with community and school board expectations
- Foster culturally safe and supportive learning environments that contribute to Indigenous student success and belonging

Marketing, Research, and Liaison Initiatives

(10%)

- Develop and support communication and outreach initiatives that promote Biidaaban Community Service-Learning opportunities and impact
- Develop promotional materials, presentations, and communication resources for students, faculty, community partners, and the public
- Provide program information and impact data for reports, presentations, funding applications, and publications.
- Develop and maintain program resources and learning materials
- Organize information sessions and represent the Biidaaban Community Service-Learning program at community, educational, and partner events
- Maintain ongoing communication with Indigenous communities, schools, and community partners

Any other duties assigned.

QUALIFICATIONS:

Education: Undergraduate degree in a human-services discipline (Social Work, Education, Indigenous Studies, Community Development) 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:

- Three years of relevant work experience in community engagement, education, experiential learning, Indigenous initiatives, student support, youth programs, or related fields
- Experience developing, implementing, and supporting programs, projects, or initiatives
- Experience building respectful relationships with Indigenous communities, organizations, students, and community partners
- Demonstrated understanding of Indigenous (First Nations, Metis & Inuit) histories, cultures, worldviews, and contemporary realities
- Strong communication, facilitation, interpersonal, and relationship-building skills
- Ability to work independently and collaboratively while managing multiple priorities
- Experience supporting Indigenous youth and students
- Experience in supervising staff, students and volunteers
- Liaison experience with community groups and volunteer agencies
- Budgetary and financial experience
- Experience in an educational setting, knowledge of the university system, policies, and procedures
- Ability to work with minimal supervision
- Excellent verbal and written communication skills
- Excellent training and presentation skills
- Excellent problem-solving and decision-making skills
- Ability to handle difficult situations with tact and diplomacy
- Ability to travel
- Excellent organizational, time management, and prioritization skills
- Excellent interpersonal skills to translate the vision of Biidaaban Community Service-Learning to internal and external audiences
- Ability to maintain confidentiality
- Ability to manage numerous projects concurrently
- Initiative
- Ability to manage and work effectively in a fast-paced environment
- Excellent computer skills
- Knowledge of Nipissing University's policies and procedures

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Indigenous Student Success

Workers supervised:

- Indigenous Student Placement Coordinator
- Student Employees

Internal Contacts: Students, staff, faculty

External Contacts:

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

Materials utilized:

- General Office Equipment
- Electronic video equipment, video camera, video-editing software, digital camera
- Software: Microsoft Office Teams, Canva Pro, Webadvisor, Datatel, SL Pro

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Some travel
- On-call duties
- Visual, listening and mental concentration
- Evening and weekend work required occasionally
- Standard office environment

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