Coordinator, Aboriginal Programs

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Professional and Managerial Group

Coordinator, Aboriginal Programs

Student Life

Hiring #: 2018-0030

Please read the Application Instructions before applying

Reporting to the Aboriginal Student Advisor, the Coordinator, Aboriginal Programs is a strategically important position that directly contributes to the development and the persistence of First Nations, Métis and Inuit learners. The incumbent designs, implements and evaluates a range of programs and services that promotes the holistic development of Aboriginal students. Through collaboration and utilizing promising practices, the Coordinator, Aboriginal Programs develops innovative programs that meet the changing needs of a diverse Aboriginal student population. The incumbent provides leadership for advancing academic and cultural programs and services for both undergraduate and graduate students, with a specific focus on Aboriginal topics including worldviews, cultures, languages and diversity. Responsibilities include: designing, implementing and facilitating Aboriginal programs and events, including those designed for first and senior year students; administering a range of persistence strategies; engaging in individual and group-based advisement and liaising with community Elders; supervising student staff and Peer Helpers; collaborating with, and promoting awareness of Aboriginal cultures in, the broader university community; advancing the work of the unit as emerging needs arise; liaising regularly with the Aboriginal Student Association, providing mentorship to their student executive and developing collaborative programs (ie. Aboriginal Awareness Week, College Royal); collaborating across campus on initiatives that focus on Aboriginal persistence and the achievement of learning goals and personal aspirations.

Requirements of this position include: an undergraduate degree in Humanities, Social Science, Aboriginal Culture, Social Work or Higher Education and at least two years of relevant experience working with Aboriginal groups, or an equivalent combination of education and experience. Additional requirements include: knowledge of First Nations, Métis and Inuit cultures, student development, transition and retention theories, and success in the development of diverse and complex programming, including experiential education programs; understanding of the complexity of student identity and education issues, particularly as they pertain to Aboriginal students; demonstrated excellence in verbal, written communication and interpersonal skills; and the demonstrated ability to empathize and communicate effectively in an Aboriginal or cross-cultural setting. Must be able to work select evenings and weekends. A ‘G’ level driver’s license is required.

Position Number 530-022
Classification P03*
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.
Coordinator, Aboriginal Programs
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