#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Indigenous Access & Mentorship Coordinator

**Job Number:** A-290 | VIP: 1332

**Band:** OPSEU- 8

**Department:** First Peoples House of Learning

**Supervisor Title:** Director, First Peoples House of Learning

**Last Reviewed:**  November 7, 2022

#### **Job Purpose:**

Reporting to the Director, First Peoples House of Learning (FPHL), the incumbent will lead Indigenous student access, transition, and mentorship through FPHL support programs at Trent University. This position funded through a 2-year Targeted Initiatives Fund grant from the Ministry of Colleges and Universities. The programming will focus on foundations for learning, mentorship, and be inclusive of Indigenous knowledges and perspectives through strengths-based perspectives and experiential/land-based learning. The incumbent will welcome the students with summer orientation programming and support these students throughout the year to identify and implement other mentorship, creative and sustainable transitional opportunities. The incumbent will be responsible for the supervision of student mentors and student staff situated at FPHL, as well as collaborating with recruitment, student success, cultural programming, and counselling services.

#### Key Activities:

***FPHL Indigenous Access Program & Event Coordination:***

1. Lead and coordinate the development and implementation of summer orientation/transition programming for Indigenous students at Trent University – Peterborough and Durham including event coordination and program delivery in relation to deliverables outlined in the MCU proposal.
2. Lead and coordinate the development of, and implementation of mentorship programming throughout the school year at Trent University in collaboration with First Peoples House of Learning, such as evening study and monthly events.
3. Coordinate FPHL regular team meetings and program meetings, including setting the meeting agenda, taking minutes, and managing scheduling.
4. Lead and coordinate all Indigenous cultural events at Trent Durham and oversee Trent Durham student firekeeping and cultural events program.
5. Coordinate, partner with FPHL staff, and oversee FPHL student staff facilitation of special Indigenous cultural events, such as Rock Your Mock, Sisters in Spirit, and Indigenous Veterans Day.
6. Coordinate stakeholder meetings to positively represent Trent University and the program, build strong community and institutional partnerships, and ensure comprehensive, collaborative, and on-going consultation in development of programming at Trent University. This includes Fleming College, Aboriginal Education Councils, Niijkiwendidaa Anishnaabekwewag Services Circle, Hiawatha and Curve Lake First Nations, Trent University Traditional Advisory Council, etc.
7. Recruit, hire, train, and supervise Indigenous student mentors and student staff for the program (summer/fall/winter terms) at Trent University – Peterborough and Durham, including student mentor evaluation and performance management.
8. Recruit, hire, train and supervise Indigenous fire keeping student staff for the (summer/fall/winter terms) at Trent University – Peterborough and Durham, including student staff evaluation and performance management.
9. Supervision and oversight of traditional area including the Tipi, wigwam and medicine garden.
10. Coordinate and deliver training sessions for Indigenous student mentors at Trent University immediately prior to start of summer programming and throughout the school year. Training to include, but not be limited to, team building, leadership, budgeting, volunteer advising, risk management, diversity and inclusivity, safety planning and risk management, accessibility, and program implementation.
11. Develop and deliver other training sessions and workshops at Trent University for incoming students as required, including, but not limited to academic upgrading, campus orienteering, “Just Get Over It”, etc.
12. In conjunction with the cultural programming, student success, and counselling, assists with First Peoples House of Learning programming in relation to Indigenous student success at Trent University.
13. Coordinate with recruitment staff, academic advisors, cultural programmers, counsellors, and retention staff who develop and track academic success plans for Indigenous student participants in the summer and throughout the year.
14. Regularly meet with Indigenous student mentors at Trent University throughout the year to review academic and social progress of Indigenous student participants (mentees).
15. Maintain regular membership on committees related to the program at Trent University, including committees related to orientation and mentorship. Also, liaise with student services staff to seek opportunities for student participation in campus wide orientation programming.
16. Conduct regular meetings with recruitment and admissions at Trent University in order to maintain a unified message to all new students.
17. Support other new student transition programming as required, in conjunction with FPHL/student affairs/college/student service staff at Trent University including supervising FPHL Orientation Co-Chairs and Orientation Leaders. Such programming can also include peer support, calling campaigns, online university preparation, etc.

***Research:***

1. Supervise, coordinate, and author all formal research conducted on the program in collaboration with Trent University faculty and staff as well as the corresponding Research Ethics Boards, including writing research proposals, executing research projects; writing formal reports; ensuring compliance of college/university REB policies; and managing deadlines.
2. Present findings to internal and external stakeholders as well as publish findings in peer-reviewed journals.

***Student Wellbeing:***

1. Meet with students to provide in-office wellbeing support to student staff and other FPHL affiliated students; as needed, triage crisis and refer to appropriate certified professionals such as FPHL Counsellor, other Trent, and community supports.

***Evaluation & Assessment:***

1. Report to the Director, FPHL on initial and on-going assessment of programs, as well as managing the associated MCU grant budget.
2. Complete follow-up consultation, review and evaluation including tracking participant information and drafting a twice-yearly report for MCU grant related programming at Trent University. This includes developing/distributing surveys and compiling and analyzing data.
3. Support strategic and sustainability planning for program, including grant identification and writing.
4. File reports with Director, FPHL on all activities and survey outcomes and organizes post-orientation de-brief and review at Trent University.
5. Assist the Director, FPHL in preparing and submitting MCU reports for the grant.
6. Maintain clear documentation of the program at Trent and assist the Director in finding permanent program funding and/or provide an alternative program proposal for 2017/2018 and beyond.

***Other:***

1. Other duties as assigned related to Indigenous student recruitment, retention, support, and graduation.

#### Education Required:

* Honours University Degree (4 year).
* Graduate Degree in Education or Indigenous Studies preferred.

#### Experience/Qualifications Required:

* Minimum three (3) years of directly related full-time work experience with student success programs.
* Deep understanding of systemic and personal barriers that under-represented and at-risk demographics of students face in accessing and pursuing postsecondary education. Strong familiarity with programs and supports to alleviate these barriers.
* Experience working with Indigenous students in a post-secondary environment.
* Demonstrated experience in hiring, training, and supervising peer support student staff/volunteers.
* Demonstrated ability to perform program assessments and outcomes research, familiarity with data management tools and qualitative and quantitative research methodologies.
* Proficiency in intermediate level computer applications, including Microsoft Office Suite, Blackboard, and Orbis.
* Demonstrated experience working with academic faculty and student services departments to provide student success communications and supportive programming.
* Skills in developing and presenting information workshops and materials for large groups.
* Demonstrated leadership experience and skills, with an advanced understanding of diverse student needs, learning strategies, and programming for inclusivity.
* A clear understanding and demonstrated abilities for diplomacy and confidentiality required.
* Understanding of Freedom of Information and Protection of Privacy Act and its implementation.
* Ability to work flexible hours; must be available to work evenings and weekends as necessary.
* Strong interpersonal skills.
* Demonstrated problem solving skills.
* Excellent written and verbal communication skills.
* Excellent organizational skills.
* Demonstrated teamwork and conflict resolution skills.
* Positive attitude with the ability to motivate student staff and volunteers.
* Mental health and crisis intervention certification and experience.
* Ability to work independently with minimal supervision.

#### Supervision:

* Indigenous student mentors at Trent University.
* Student employees.
* FPHL Orientation Co-Chairs and Orientation Leaders.

**Job Evaluation Factors:**

**Analytical Reasoning**

1. Ability to analyze program information such as survey outcomes and program feedback.
2. Ability to write formal research proposals, reports, and publish papers on research findings.
3. Ability to comprehend and interpret policies at Trent.

**Decision Making**

1. Independent thinking required in exercising personal initiative to partner with other departments and faculties at both Trent University.
2. High level of freedom to act independently to build programming opportunities and develop workshops and training at Trent University.

**Impact**

Responsible for positively representing Trent University with Indigenous organizations while making decisions with regards to the program. Negatively representing Trent University endangers institutional partnerships and the MCU grant upon which it is based, as well as Trent University’s partnering reputation.

1. Responsible for ensuring that any potential formal research being conducted on the program is following ethical guidelines according to Trent University. Non-compliance of ethical guidelines result in formal investigations by the Research Ethics Board.

**Responsibility for the Work of Others**

Direct Responsibility

1. Indigenous student mentors at Trent University
2. Student Staff
3. FPHL Orientation Co-Chairs and Orientation Leaders

Indirect Responsibility

N/A

**Communication**

Internal

1. Indigenous student mentors
2. Cultural Counsellor; Student Success Coordinator; Indigenous Enrolment Advisor
3. Food Services; Conference & Hospitality Services; Housing; Human Resources
4. Orientation Sub-Committee; Orientation Stakeholder Meetings

**Effort**

Mental

1. Maintaining work calendars and emails for both campuses in addition to constantly managing which office needs a physical presence on any particular day, both of which can be mentally taxing.

Physical

1. Spending 1-2 days working out of Trent Durham campus office means potentially travelling to different offices weekly.
2. Transporting working materials weekly between Trent University campuses.

**Working Conditions**

Physical

1. Required to work multiple evenings and weekends throughout the year.

Psychological

High volume of competing demands running programs at both Trent University campuses.