#### Trent University LogoOPSEU JOB DESCRIPTION

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

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

**Band:** OPSEU- 7 (Subject to review)

**NOC:** 4212

**Department:** First Peoples House of Learning

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

**Last Reviewed:**  July 29, 2021

#### **Job Purpose:**

Reporting to the Director, First Peoples House of Learning, the incumbent will take the lead on a summer orientation/transition program for Aboriginal students new to the Foundations program at Trent University. This position is being funded through a 2-year Targetted Inititiatives Fund grant from the Ministry of Colleges and Universities. The programming will focus on Indigenous Knowledge infused strengths based programming and experiential/land based learning. The incumbent will continue to work with these students throughout the year to identify and implement other creative and sustainable transitional programming.

#### Key Activities:

##### *Program and Event Coordination*

##### Oversees and coordinates the development and implementation of summer orientation/transition programming for Aboriginal students at Trent University including event coordination and program delivery in relation to deliverables outlined in MCU proposal.

##### Oversees and coordinates the development of, and implementation of mentorship programming throughout the school year at Trent University in collaboration with First Peoples House of Learning

##### 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.

##### Recruit, hire, train, and supervise Aboriginal student mentors for the program’s summer orientation at Trent University as well as throughout the school year, which includes aboriginal student mentor evaluation and disciplinary action if necessary.

##### Coordinates and delivers training sessions for aboriginal 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.

##### Develops and delivers other training sessions and workshops at Trent University for incoming students as required, including, but not limited to academic upgrading, campus orienteering, etc.

##### In conjunction with the Cultural Counsellor, assists with First Peoples House of Learning programming in relation to the program at Trent University.

##### Coordinates with recruitment staff, academic advisors, cultural counsellors, counsellors and retention staff who develop and track academic success plans for aboriginal student participants in the summer and throughout the year.

##### Regularly meet with aboriginal student mentors at Trent University throughout the year to review academic and social progress of aboriginal student participants.

##### 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.

##### Regular meetings with recruitment and admissions at Trent University in order to maintain a unified message to all new students.

##### Supports 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***

* Supervise and coordinate 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.
* Present findings to internal and external stakeholders as well as publish findings in peer-reviewed journals.

***Evaluation and Assessment***

* Reports to the Director, FPHL on initial and on-going assessment of programs, as well as managing the budget at Trent University.
* Completes follow-up consultation, review and evaluation including tracking participant information and drafting a twice yearly report for all programming at Trent University. This includes developing/distributing surveys, and compiling and analyzing data.
* Files reports with Director, FPHL on all activities and survey outcomes and organizes post-orientation de-brief and review at Trent University.
* Assists the Director, FPHL in preparing and submitting MCU reports for the grant.
* 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 duties as assigned related to Aboriginal student recruitment, retention and

graduation.

#### Education Required:

Honours University Degree (4 year required)

Graduate Degree preferred.

#### Experience/Qualifications Required:

* A minimum of three years of student life experience required.
* Experience in working with Aboriginal students in a post-secondary environment required.
* Demonstrated knowledge of Aboriginal student transition opportunities/issues.
* Demonstrated experience supervising student staff.
* Proficient in the use of computer applications such as intermediate level Microsoft Word, Excel, Access, Power Point, and Publisher.
* Skills in developing and presenting information workshops and materials for large groups.
* Demonstrated leadership experience and skills.
* A clear understanding and demonstrated abilities for diplomacy and confidentiality required.
* Understanding of Freedom of Information and Protection of Privacy Act and its implementation.
* Demonstrated ability to work independently and to take initiative with minimal direction.
* Demonstrated teamwork and conflict resolution skills.
* Demonstrated positive attitude and ability to motivate student staff and volunteers.
* A demonstrated commitment to customer service and continuous improvement.
* Strong and demonstrated understanding of diverse student needs and programming for inclusivity.
* Must be able to lift and carry up to 40 lbs.
* Must be able to work several weekends, evenings and overnights as required throughout the summer.

#### Supervision:

* Aboriginal student mentors at Trent University
* 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. Aboriginal student mentors at Trent University
2. FPHL Orientation Co-Chairs and Orientation Leaders.

Indirect Responsibility

N/A

**Communication**

Internal

1. Aboriginal 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

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