**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Indigenous Mentorship Coordinator

**Job Number:** A-290

**NOC:** 4212

**Band:** 7

**Department:** First Peoples House of Learning

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

**Last Reviewed:** August 30, 2017

**Job Purpose**

Reporting to the Director, First Peoples House of Learning, the incumbent will take the lead on mentorship/ orientation/transition program for Aboriginal students new to Trent University. 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***

1. Oversees and coordinates the development and implementation of orientation/transition program for Aboriginal students at Trent University including event coordination and program delivery.
2. 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.
3. Recruit, hire, train, and supervise Aboriginal student mentors throughout the school year, which includes aboriginal student mentor evaluation and disciplinary action if necessary.
4. Coordinates and delivers training sessions for aboriginal student mentors at Trent University. 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.
5. 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.
6. In conjunction with the Cultural Counsellor, assists with First Peoples House of Learning programming.
7. 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.
8. Regularly meet with aboriginal student mentors at Trent University throughout the year to review academic and social progress of aboriginal student participants.
9. 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.
10. Regular meetings with recruitment and admissions at Trent University in order to maintain a unified message to all new students.
11. 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.

***Evaluation and Assessment***

1. Reports to the Director, FPHL on initial and on-going assessment of programs, as well as managing the budget at Trent University.
2. Completes follow-up consultation, review and evaluation including tracking participant information and drafting a report
3. Files reports with Director, FPHL on all activities and survey outcomes and organizes post-activity de-brief and review.
4. Maintain clear documentation of the mentorship program and assist the Director in finding permanent program funding and/or alternative program proposal.

Other duties as assigned related to Aboriginal student recruitment, retention and

graduation.

**Analytical Reasoning**

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

* Ability to analyze program information such as survey outcomes and program feedback.
* Ability to write formal research proposals, reports, and publish papers on research findings.

**Decision Making**

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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

**Impact**

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

* Responsible for positively representing Trent University while making decisions with regards to the program. Negatively representing Trent University endangers the institutional partnerships, as well as Trent University’s reputation.

**Education**

Honours University Degree (4 year) in a related field such as Education or Social Work.

**Experience Required**

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

**Responsibility for the Work of Others**

Direct Responsibility

* Aboriginal student mentors at Trent University

* FPHL Orientation Co-Chairs and Orientation Leaders.

Indirect Responsibility

N/A

**Communication**

Internal

* Aboriginal student mentors
* Cultural Counsellor; Student Success Coordinator; Indigenous Enrolment Advisor
* Food Services; Conference & Hospitality Services; Housing; Human Resources
* Orientation Sub-Committee; Orientation Stakeholder Meetings

**Effort**

Mental

* Working part-time means maintaining excellent time management skills and clear work calendars.

Physical

* Transporting working materials to relevant events.

**Working Conditions**

Physical

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

Psychological

* High volume of competing demands running programs at Trent University.