#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Cultural Advisor

**Job Number:** A-455 | VIP: 1883

**Band:** OPSEU- 8

**NOC:** 4164

**Department:** First Peoples House of Learning

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

**Last Reviewed:**  October 17, 2022

#### Job Purpose:

Under the direction of the Director, First Peoples House of Learning, provide professional and personal advising services based on a holistic Indigenous Knowledge sharing model for students at Trent University campuses. The Cultural Advisor will have a significant focus on supporting student wellness, cultural knowledge sharing, student success, and community services relations building toward a sustainable support services network for all Trent University students and those affiliated with First Peoples House of Learning.

#### Key Activities:

1. Work in partnership with local Peterborough and Trent University support services to build a network of support services and referral services.
2. Along with the FPHL team, provide support, advice, and assistance for Trent University students to foster personal and academic success.
3. Assist FPHL in providing workshops to improve cultural capacity and knowledge sharing for Trent students, faculty, and staff.
4. Assists with the coordination of Elders for the provision of services, traditional teachings, visiting elders, 13 grandmother moon teachings, and elders gathering.
5. As part of the First Peoples House of Learning team assist with awareness building around Indigenous issues at Trent University.
6. Promote diverse and holistic approaches to improved overall wellbeing including coordination of access to Indigenous cultural teachings and practices.
7. Assist the Director, Student Success Coordinator, Indigenous Enrolment Advisor and Mentorship Coordinator, to continue to build and implement a strategic plan to increase Indigenous student enrolment and retention.
8. Coordinate an identified program of traditional cultural events at Trent University for students, faculty and staff and community.
9. Assist in organizing social & cultural events that bring staff, students, alumni & faculty together.
10. Coordination and delivery of the annual Elders & Traditional Peoples Gathering.
11. Assist the Director with reports and proposals to Trent, MCU, and funders.
12. Coordinate with community partners in the delivery and sharing of resources, where appropriate.
13. Support of the Elders and Traditional Knowledge Holders Council.
14. Supervision and oversight of traditional areas including the Tiipii, sweatlodge, wigwam, and medicine garden, as well as the supervision and training of student staff assigned to these areas.
15. Coordination of teaching sweats.
16. Provision of traditional cultural support for mental wellness at both campuses including but not limited to sharing circles, ceremony, and traditional teachings.
17. Other duties as assigned.

#### Education Required:

* Honours University Degree (4 years) in related field i.e. Indigenous Studies required.
* Master’s Degree in a relevant discipline preferred.
* A combination of education and relevant traditional cultural experience will be considered.

#### Experience/Qualifications Required:

1. Three years of directly related experience.
2. Extensive Indigenous community development or partnership building experience. Strong knowledge of Indigenous knowledge sharing protocols.
3. Demonstrated interest and knowledge of Indigenous history, language and culture.
4. Excellent cross cultural communication skills (verbal and written); ability to communicate information in a clear, consistent and courteous manner.
5. Intermediate level computer skills in Microsoft Word and Excel.
6. Outstanding customer service skills.
7. High level of attention to detail, accuracy, and confidentiality required.
8. Demonstrated tact, diplomacy, and objectivity.
9. Proven judgment and discretion in dealing with confidential and sensitive matters.
10. Demonstrated ability to work effectively in diverse team environments.
11. The ability to relate effectively with students from varying social, academic, economic, and cultural backgrounds.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

**Direct Responsibility**

Potential Student Employees

**Indirect Responsibility**

Visiting Elders and/or traditional teachers

**Communication**

Internal:

* Cultural Counsellor FPHL
* Indigenous Studies Chair
* Indigenous Student Success Coordinator
* Indigenous Enrollment Advisor
* Mentorship Coordinator
* Disability Services
* Counselling Services

External:

* Elders/Traditional Teachers
* Aboriginal Community Members
* Local Aboriginal Community Supports Services Providers

**Effort**

Mental:

* Requires skills in developing positive sustainable working relations with students and complementary support services providers within Trent and the Peterborough area

**Working Conditions**

Psychological:

* Mental Acuity - Providing services for students grounded in an Indigenous Holistic Knowledge Base