



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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STUDENT NAVIGATOR - ARTS & SCIENCE

Job ID	24012-2222	
Web Address	https://careers.indigenous.link/viewjob?jobname=24012-2222	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-01-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD # JD1182

Pay Grade: 5

Title: Student Navigator

Unit/Project Description: For Department use only. A Student Navigator is required for the Arts & Science Program at McMaster University, a unique, limited-enrolment, direct-entry, interdisciplinary undergraduate program. The Program is distinctive in operating independently of the six Faculties at McMaster—Humanities, Science, Social Sciences, Business, Engineering, and Health Sciences—though it works cooperatively with them. It serves as its students' home Faculty. Reporting to the Director of Arts & Science, the Student Navigator will be a team player as part of the small Arts & Science administrative team.

Job Summary: Responsible for providing front-line service and support to students in areas of transition, in navigating the academic and other support systems within the program, Faculty, and University for the purpose of achieving academic success and well-being. Assist with the development of programming to enhance students' own capacities for resilience, peer support, and self-advocacy. Support faculty and program staff in providing assistance and information to students regarding undergraduate programs, and general academic and registration procedures and policies.

Purpose and Key Functions:

- Act as a first point of contact to the student community, respond to inquiries and provide information related to student services that are specific in nature and require a thorough knowledge of established policies and procedures.
- Assist in identifying barriers and other systemic or procedural issues within the program and forward these observations to program, department or Faculty leads.
- Deliver information at presentations and workshops.
- Attend and participate in meetings.
- Collect, analyze, assess, and summarize information relevant to the decision making process to support new initiative for students.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Refer students to appropriate resources on campus.

- Update and maintain information in a variety of databases and spreadsheets.
 - Consult relevant documentation and liaise with appropriate resource persons to obtain and provide information on a variety of diverse issues.
 - Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
 - Format, word process, edit and proofread a variety of documents and materials.
 - Update and maintain information on websites and social networks.
 - Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Assemble, copy, collate, and disseminate a variety of documents and materials.

Supervision: Occasionally provides orientation and shows procedures to others.

Requirements: Bachelor's degree in Arts and Science from McMaster University.

Assets: For Department use only. Previous experience (volunteer or paid) in student/peer mentoring or peer support would be an asset.

Additional Information: Candidate must be a recent graduate (2 years or less) of an Arts & Science degree program at McMaster. This is a limited term seasonal position. The first portion of the appointment will be February – May, 2019 and will resume August 2019.

For more information, visit McMaster University for STUDENT NAVIGATOR - ARTS & SCIENCE