



# 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.Link's 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## ASST. PROGRAM COORDINATOR

|                    |                                                                                                                                     |                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Job ID</b>      | <b>26262-7125</b>                                                                                                                   |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=26262-7125">https://careers.indigenous.link/viewjob?jobname=26262-7125</a> |                     |
| <b>Company</b>     | McMaster University                                                                                                                 |                     |
| <b>Location</b>    | Hamilton, ON                                                                                                                        |                     |
| <b>Date Posted</b> | From: 2019-05-08                                                                                                                    | To: 2050-01-01      |
| <b>Job</b>         | Type: Full-time                                                                                                                     | Category: Education |

### Description

JD # JD1019

Pay Grade: 7

Title: Assistant Program Coordinator

Unit/Project Description: Education Services requires an Assistant Program Coordinator (APC) in our Indigenous Students Health Sciences (ISHS) office. The APC plays a vital role in the daily delivery of ISHS student programs and services. In this role the APC is often the first point of contact with Indigenous students once they are at McMaster. They play an important role in the welcoming of new learners and guidance on admissions and transition into McMaster and onto career. This role has been designated Indigenous (Inuit/Metis/First Nations) specific. The APC will provide day-to-day support to the ISHS programs, services and students' activities; develop and revise their work plan according to the ongoing and emerging needs of the office, provides support to the Director and is responsive to their needs. The APC will produce professional reports, correspondence, and promotional material and they will organize key events such as lecture series and the Medical School Entrance Interview workshops. They are responsible for the successful delivery of the Elders and Knowledge Keepers in residence program and the Indigenous Mentorship program. The APC participates on internal and external committees as appointed by the Director. They will maintain ISHS records, databases, files and data entry of MOSAIC travel and expense, vouchers and general payables. The APC serves as a connector between ISHS, FHS programs and the McMaster community. The position reports to the ISHS Director and Program Coordinator.

Job Summary: Responsible for providing day-to-date support to a department's programs, services and student activities, which includes the logistical coordination of programs, services and events with established deadlines and models of delivery as well as the implementation of student development programs. Utilize a diverse range of learning strategies to promote engagement, resilience and skills development of students. Create a culture of collaboration and partnership in ensuring student success by cultivating and maintaining relationships with faculty, staff, student groups and the greater community.

Purpose and Key Functions: Maintain a large mentor leadership program by coordinating a central recruitment, application, selection, training, communication and program design strategy. Act as the main contact for mentorship program. Assist in the delivery of the program that addresses the situational and developmental needs, priorities, activities, and stakeholder involvement for the program's student population, by communicating with students and supporting the planning of conferences and other community engagement activities. Facilitate workshops and presentations in response to staff, faculty, and student requests. Update and maintain workshop and presentation resources and materials. Gather, update, verify, and run reports from database for program reviews, maintenance of education and development programs and services, marketing and promotions. Provide updates on programs, services and development opportunities. Assist with the distribution of evaluation materials such as surveys and rubrics used to measure program outcomes and effectiveness. Assist with the creation and distribution of needs assessment materials used to measure emerging student needs. Regularly update and maintain appropriate information on the departmental website and social media channels. Cultivate and maintain partnerships with campus stakeholders and the greater community, as part of a shared approach to fostering student success. Develop strategies to recruit individuals into postsecondary education and provide input in developing, revising and implementing long-term and short-term targeted recruitment, retention and success strategies. Provide information to students regarding registration, course selection, timetables, orientation, housing and available community services. Establish strategic links within the community and academic organizations as it relates to the program's recruitment and liaison strategies and student activities. Write a variety of documents such as correspondence and reports. Calculate budget projections for recruitment and retention activities. Develop and maintain a variety of spreadsheets and databases. Set up and maintain filing systems, both electronic and hard copy. Classify, sort, and file correspondence, records, and other documents. Update and maintain confidential files and records. Handle sensitive material in accordance with established policies. Assemble, copy, collate, and disseminate a variety of documents and materials.

Supervision: No formal supervision of others is required. Occasionally provides orientation and shows procedures to others.

Requirements: Bachelor's degree in a relevant field of study. Requires 3 years of relevant experience.

Assets: Position Requirements:

- They are from one of the three constitutionally recognized Indigenous Peoples of Canada; is known to the community they identify with and operates within the principles of cultural safety.
- They are knowledgeable of Indigenous Peoples cultures.
- Familiarity with university guidelines/protocols regarding privacy and confidentiality.
- Familiarity with the Undergraduate and Graduate Student Calendars, specifically for the faculty of health sciences.
- Familiarity with Indigenous communities (local, provincial, and national).
- Minimum of three years' experience working in the fields of post-secondary student recruitment and retention and service delivery.

- Superior communications, writing, reporting and liaison skills.
- Experience planning/coordinating student events and developing promotional materials.
- Strong organizational skills along with the ability to function with tight deadlines, changing priorities and the proven ability to manage several projects simultaneously while meeting deadlines.
- Fluent in Mac operating systems, which includes experience updating and maintaining information on websites and social networks.
- Proven ability to work with little supervision.
- Understanding of Indigenous health within health sciences education and Indigenous learner priorities will be considered an asset.
- The ability to communicate in English is essential and a working knowledge of an Indigenous language is desirable.
- Proven ability to build a solid professional network of contacts is required.
- Experience developing and maintaining a variety of spreadsheets and databases.

Additional Information: The successful candidate will be expected to occasionally work flexible hours (evenings and weekends); therefore, very flexible working hours will be essential. We thank all who apply; however, only those selected for an interview will be contacted.

For more information, visit McMaster University for ASST. PROGRAM COORDINATOR