



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:

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Job Board Posting



Careers.Indigenous.Link

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ARCHWAY COACH

Job ID	38048-6001	
Web Address	https://careers.indigenous.link/viewjob?jobname=38048-6001	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-05-01	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Archway is a first-year support program at McMaster that works with all incoming students from the day they are accepted through their first-year. Archway is comprised of a team of Coaches and Mentors who partner with and provide guidance to students throughout the year. The team works to help ensure student success by connecting first year students to the right information, people and the needed resources in our McMaster community. All first-year students are placed in a Archway Community. Each Community has an Archway Mentor to run engaging activities while supporting the McMaster experience, as well as an Archway Coach to provide personalized support. The Archway Coach also supports a team of Mentors.

Job Summary:Responsible for supporting the development of a safe and welcoming community and supervising and administrating various Archway programs and activities. This role will work closely with various areas across the University to support students in academic, wellness-related matters, as well as in the areas of student staff selection and training. Provide leadership and promote an atmosphere that supports academic achievement and fosters community development and responsible decision-making.**Purpose and Key Functions:*** Administer the day-to-day operations of all Archway related activities and act as a front-line support and guidance to student staff as it pertains to supporting students delivering the Archway non-academic curriculum.

- * Identify specific needs of students in communities and develop curricula based on student feedback.
- * Act as the first point of contact for all incoming inquiries from students. Answer or redirect general inquiries in person, by telephone and via email and responds independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- * Schedule and facilitate team building, and goal setting through regular, individual and team meetings with student staff.
- * Provide advice to students on issues such as how to navigate difficult conversations, managing conflict, supporting mental health and other prevalent topics.
- * Plan and coordinate training modules and workshops to students.
- * Liaise with campus partners.
- * Demonstrate active listening when supporting students.
- * Partner with internal stakeholders to develop and deliver effective pre and in-service training programs.
- * Assist students and student leaders to develop appropriate community behavioural standards within the parameters of the Student Code of Rights and Responsibilities.
- * Ensure students and student leaders are aware and understand the impact of University standards and policies related to their success, including, but not limited to, Student Code of Rights and Responsibilities, Alcohol Policy, Risk Management Policy, etc.
- * Review records and logs to triage students to appropriate internal or external support.
- * Consult with the appropriate department(s)/ unit(s) to support students in dealing with various issues (e.g. mediation, conflict resolution, disciplinary action, referral to campus student services, emergency medical care, etc.)
- * Collect and maintain accurate and confidential records of student profiles, students of concern, participation, etc.
- * Partner with colleagues to strive for continuous improvement by regularly supporting projects that improve overall program and experience.
- * Monitor budgets and reconcile accounts.
- * Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.

- * Conduct database and web searches to find references and articles used for a variety of documents, reports, and publications.

- * Provide policy and procedure information to others.

- * Handle sensitive material in accordance with established policies.

Supervision:* Ongoing responsibility for supervising 20 or more student staff at any one time.

- * Ensures adherence to quality standards for short term staff and volunteers.

Requirements:* 3 year College Diploma in a relevant field of study.

- * Requires 3 years of relevant experience, including one year of supervisory experience in a related environment.

Assets:
A strong understanding of how to navigate McMaster supports and services available to first-year students

Additional Information: Position will be fully remote.

For more information, visit McMaster University for ARCHWAY COACH