



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## BLACK STUDENT SERVICES MANAGER

<b>Job ID</b>	<b>38290-9082</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=38290-9082">https://careers.indigenous.link/viewjob?jobname=38290-9082</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-05-14	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Student Affairs fosters a university experience that seeks to develop the whole student, and is comprised of services and programs which support academic, career and personal success, and overall health and well-being. The division is comprised of Athletics & Recreation, Black Student Services Office, The Forge (startup incubator), Housing, Indigenous Student Services, Registrar's Office (including Student Records, Exams & Scheduling, Recruitment, Admissions, Student Financial Aid & Scholarships), Student Accessibility Services, Student Success Centre (including First Year Transition, Career Services, International Student Services, Academic Skills), Student support & Case Management Office, Student Wellness Centre).

**Job Summary:** This role plays a pivotal role in establishing the strategic direction of and managing a new Black Student Services Centre. The role focuses on supporting the holistic (academic, personal and professional) success and overall well-being of students of Black/ African descent and fostering a positive Black student/ athlete experience. In partnership with relevant campus and community partners, the role will facilitate the provision of student supports and programming that aim to foster a sense of inclusion and safety among Black students, while promoting their holistic health and well-being, their personal growth and development and supporting the achievement of their career and academic goals and aspirations.

**Purpose and Key Functions:**

- \* Develop the strategic plan for a new Black Student Services' Centre including short and long term goals aligned to McMaster's Black Excellence strategy

- \* Develop programming, policies and standard operating procedures for the Black Student Services Centre
- \* Manage the budget and day-to-day operations of the Black Student Services Centre
- \* Serve as the primary resource and provide holistic support and advising for students who identify as Black/ African descent.
- \* Develop, implement and evaluate programs and strategies to enhance Black student success and holistic wellness, including, but not limited to, study groups, online skill-building modules, web-based self-help tools, career and financial planning programs, and resources.
- \* Coordinate service and support in emergency situations in accordance with University policies and protocols for students who may be experiencing mental health distress which may intersect with racial harassment or discrimination.
- \* Develop outreach campaigns for prospective and current students and athletes of Black/African

descent, supporting information and welcome sessions.

- \* Support in the planning and implementation of first-year orientation and transition programs for student of Black/African descent.
- \* Support the coordination and growth of the Black Student Mentoring Program.
- \* Develop and deliver training programs for student mentors.
- \* Develop presentations and train units across the University on developing cultural and relevant programming and services.
- \* Facilitate conversations amongst key stakeholders and provide information on challenges, intercultural competency knowledge and to instill a culture of continuous process and service improvements with Black students in mind.
- \* Plan and coordinate various events and activities.
- \* Promote the well-being of Black students and engage students in addressing mental health challenges and embracing a self-care approach in partnership with the Student Wellness Centre.
- \* Build a support network for Black students and promote a shared responsibility for Black student success through collaboration with other student support providers at the University, including Faculty.
- \* Monitor trends relating to common Black/ African student concerns and identify knowledge and service gaps within the University to enhance services and information supports to reduce challenges to Black students where possible.
- \* Consult with relevant professionals and others within and outside the University community regarding the goals of academic success, personal growth and career expectations.
- \* Develop relationships and liaise with various partners across the University and local community partners.
- \* Stay current on support services provided by internal departments to effectively connect Black students to important services related to holistic health and well-being, as well as their personal growth and development.
- \* Liaise with relevant partners to promote positive Black student-athlete experiences.
- \* Compile and keep current a list of scholarships, bursaries and other funding options for post-secondary students of Black/African descent.
- \* Assist current Black students with admissions, scholarship and awards applications.
- \* Disseminate relevant information about educational and work study opportunities, such as internships, scholarship opportunities, study abroad programs, research, seminars and conferences to communities of Black/African descent.
- \* Establish and maintain strong relationships with Black/African descent communities and educational organizations
- \* Update and maintain department website and social media sites.
- \* Compile and maintain records for annual reports and presentations of supports and programming provided.
- \* Manage confidential information for students and abide by privacy legislation while adhering to University's policies and protocols.
- \* Write a variety of documents such as correspondence, reports, and procedure manuals.
- \* Collaborate with key stakeholders across the University to develop and update resources, information, workshops and services.
- \* Stay abreast of current research and strategies relating to best practices in supporting Black

student success. Supervision: \* Has ongoing responsibility for hiring and supervising 10 or more casual employees (at any one time). Requirements: \* Bachelor's degree in a relevant field of study.

\* Requires 5 years of relevant experience. Additional Information: Please submit a resume and cover letter highlighting your relevant experience, skills and qualifications. To fulfill McMaster's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a person of Black/African descent and lived experience. Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.

For more information, visit McMaster University for BLACK STUDENT SERVICES MANAGER