



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.

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Job Board Posting



Careers.Indigenous.Link

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INDIGENOUS RECRUITMENT & ADMISSIONS SPECIALIST

Job ID	52137-5243	
Web Address	https://careers.indigenous.link/viewjob?jobname=52137-5243	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-01-13	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Unit/Project Description: Indigenous Student Services is focused on supporting and enhancing the experience and success of Indigenous learners at McMaster. The department promotes McMaster as the university of choice for Indigenous learners and delivers culturally appropriate services to support transition, retention and development. We are looking for someone to join our dynamic team of Indigenous student affairs professionals. The Indigenous Health Learning Lodge works with the Faculty of Health Sciences towards creating a culturally safe and humble environment to enable systems change to advance the work and concepts of truth, reconciliation and anti-colonization with all aspects of Indigenous health and well-being. The IHLL provides supports to Indigenous learners within the Faculty of Health Sciences.

The Indigenous Recruitment and Admissions Specialist supports both Departments and conducts key activities related to recruiting Indigenous learners to McMaster. This role supports Indigenous learners during the application and admissions stage by receiving inquiries, liaising with other offices and sharing opportunities for new students. This role collaborates with community and campus partners to plan and implement innovative strategies that attract and welcome more Indigenous learners to McMaster.

Candidates must be Indigenous (First Nations, Metis, Inuit) and have extensive Indigenous community development or partnership building experience. Candidates are invited to share information in their cover letter about their Indigenous ancestry and relevant experience with Indigenous communities.

Job Summary:

Responsible for attracting Indigenous applicants to the University through a variety of centralized recruitment efforts, programs, and initiatives. Delivers information to Indigenous students at events and through digital media platforms as a means to promote the various faculties and specific programs. Develops strategies and policies that serve to improve the effectiveness and efficiency of the University's strategic recruitment and admissions initiatives.

Purpose and Key Functions:

- Develop creative methods for raising the profile of the University's graduate and undergraduate programs in Indigenous communities.

- Conduct an annual needs assessment and write a business plan, which includes the development of recruitment, admission and strategic plans and objectives.

- Research and conduct analysis of best practices domestically and internationally targeted at Indigenous students.

- Advise the University on strategies to make it more attractive to potential Indigenous students.

- Develop and deliver presentations to potential applicants, families and guidance counsellors.

- Visit Indigenous communities across the province, and occasionally other provinces, to recruit students. Provides program information to graduate and undergraduate applicants.

- Consolidate and analyze recruitment and admissions practices of competing schools.

- Network and remain current on national and international practices, issues, policies, application procedures, etc.

- Apply historical data to support and document Indigenous enrolment targets for the University.

- Plan and coordinate a variety of events and activities such as campus tours, recruitment fairs, workshops, and high school visits.

- Establish strategic links with appropriate stakeholders as it relates to the University's recruitment and admissions strategy and student needs.

- Conduct surveys of newly admitted students and analyze data to evaluate the effectiveness of various activities and processes associated with the transition to campus.

- Create statistical reports and profiles of new students that assists in the development of recommendations for policy changes that are submitted to senior management for review.

- Develop a marketing plan including, brochures, pamphlets, posters, and event flyers that provide information on available Faculty programs, scholarships and awards and student services.

- Develop, and support the implementation of long-term and short-term targeted Indigenous recruitment and admission strategies.

- Plan and coordinate an orientation program for students and transition to campus activities.

- Source and obtain pricing information and terms with internal and external vendors for activities and events such as promotional giveaways, advertisements and publication renewals.

- Coordinate the completion and submission of student applications for a variety of internal and external scholarship opportunities.

- Provide information to students regarding items such as registration, course selection, timetables, orientation, housing, and available community services.

- Monitor Indigenous student admissions data and liaise internally with faculty advisors, and admissions officers.

- Provide administrative support to scholarships and awards committees.
 - Write a variety of documents such as correspondence and reports.
 - Update and maintain information on websites and social networks.
 - Develop and maintain a variety of spreadsheets and databases.
 - 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:
- Ongoing responsibility for supervising of 1-9 casual staff (at any one time).
 - Occasionally provides orientation and shows procedures to others.

Requirements:

- Bachelor's Degree in a related field of study.
- Requires 3 years of relevant experience.

Assets:

- Knowledge and experience working with Indigenous organizations and community programs, particularly in education
- Lived experience of Indigenous world views, cultures and values
- Available to work evenings and weekends on occasion
- Good verbal and written skills
- Strong organizational skills

Additional Information:

- This position requires a valid G-License as some travel is required to communities where transit is unavailable.
- 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 member of an Indigenous community (First Nations, Metis and Inuit peoples). 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 INDIGENOUS RECRUITMENT & ADMISSIONS SPECIALIST