



# 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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## OUTREACH COORDINATOR, EQUITY DESERVING GROUPS

<b>Job ID</b>	<b>52445-4955</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=52445-4955">https://careers.indigenous.link/viewjob?jobname=52445-4955</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-02-01	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Unit/Project Description:

The Student Success Centre (SSC), Student Affairs serves an integral, central role in the development and provision of innovative programs and services to students in the areas of First-Year Experience (including outreach, access, transition, and orientation, financial education and support, and the Archway Program, the full-year First-Year Mentorship Program); Academic & Writing Skills Development; Career Counselling, Employment, Entrepreneurship, and Experiential Learning; International Student Services (ISS) and Global Experience; Spiritual Care and Learning; Leadership Development; and Student Community Relations. The Student Success Centre works in strong collaboration with Student Affairs, Faculty, and University partners, and with external community partners through the Office of Community Engagement (OCE). The vision for the SSC is for all students and alumni to thrive and realize their academic, professional and personal aspirations. The McMaster University 2021-2024 Institutional Priorities and Strategic Framework, as set forth by University President David Farrar, highlights the key priority of advancing and supporting innovation in teaching and learning. The Student Success Centre, within Student Affairs, undertakes a lead role in the development of a holistic student experience, beginning in the first year and extending beyond the classroom, which fundamentally supports the transformative learning of students. This personalized, engaging, and holistic student experience is intended to promote personal growth, support health, self-efficacy, and well-being, and enhance a sense of belonging, inclusive community, and connectedness of all students within the McMaster University community. \* Outreach and Strategic Partner Engagement: The Student Success Centre within Student Affairs is centrally responsible for the advancement of the McMaster Access Strategy, in collaboration with Office of the Registrar, Faculty and Program partners, the Office of Community Engagement, and the Equity and Inclusion Office, to support outreach to youth from equity-deserving groups to consider exploring educational pathways within McMaster University. McMaster's Access Strategy and Program assists academically qualified students from equity-deserving groups in Hamilton and surrounding communities to access university education at the undergraduate level. Prospective McMaster students are supported to navigate the application and admissions process and following acceptance of their offer, are supported through a comprehensive and robust suite of intentionally designed student support services. \* The Student Experience Office (SEO) within the Student Success Centre is the central unit primarily responsible

for ensuring new students make a successful transition to university life by preparing students to achieve their academic, professional, and personal aspirations. The SEO offers transitional support programming, including academic and career skills development, financial education, leadership development, student community relations, and a comprehensive full-year, First-Year Mentorship Program through Archway.

\* The Student Success Centre's new Writing and Academic Skills Hub is an intentionally designed, flexible learning space located in Mills Memorial Library. The Writing and Academic Skills Hub serves undergraduate and graduate students through one-on-one appointments, workshops, course-specific tutoring, and events to support students in developing communication, critical thinking and personal management skills while normalizing resource-seeking behaviour.

Job Summary:

Responsible for attracting equity deserving groups applicants to the University through a variety of centralized recruitment efforts, programs, and initiatives. Delivers information to 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 equity deserving 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 equity deserving groups students.
- \* Advise the University on strategies to make it more attractive to potential equity deserving groups students.
- \* Develop and deliver presentations to potential applicants, families and guidance counsellors.
- \* Visit equity deserving 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 equity deserving group 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 recruitment and

admission strategies for equity deserving groups.

- \* 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 equity deserving groups 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.
- Supervision:
- \* Ongoing responsibility for supervising of 1-9 casual staff (at any one time).
  - \* Occasionally provides orientation and shows procedures to others.
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Requirements:

- \* Bachelor's Degree in a related field of study.
  - \* Requires 3 years of relevant experience.
- Assets:
- \* Knowledge and experience working with persons from historically underrepresented and/or equity deserving group
  - \* Strong verbal and written skills
  - \* Strong organizational skills
- Additional Information:
- \* Available to work evenings and weekends on occasion
  - \* Class "G" driver's license considered an asset
  - \* Assemble, copy, collate, and disseminate a variety of documents and materials.

For more information, visit McMaster University for OUTREACH COORDINATOR, EQUITY DESERVING GROUPS