



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:

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: 2024/04/28

OUTREACH COORDINATOR, EQUITY DESERVING GROUPS - FA

| | | |
|--------------------|---|---------------------|
| Job ID | 53713-1798 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=53713-1798 | |
| Company | McMaster University | |
| Location | Hamilton, ON | |
| Date Posted | From: 2023-03-28 | To: 2050-01-01 |
| Job | Type: Full-time | Category: Education |

Description

Unit/Project Description: The Access and Outreach Officer works with and reports to the Associate Dean of Equity, Diversity, Inclusion and Indigeneity in the Faculty of Science, and to the Manager Educational Initiatives and Assessment & Access Program, McMaster University. The primary responsibility of this position is to coordinate, optimise and implement existing and new access and outreach activities in the Faculty of Science with specific focus on the underrepresented groups of students identified by the Access Strategy. Working with the offices of the Access Program Manager and the Associate Dean of Equity, Diversity, Inclusion and Indigeneity, the Outreach coordinator will serve as the primary point of contact in the Faculty of Science to support, coordinate and align Faculty of Science outreach initiatives with the McMaster Access Strategy.

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.
- Identify structural and systemic factors that prevent students from applying to the Faculty of Science
- 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, the McMaster Access 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.
- 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:

- Demonstrated work with communities underrepresented in higher education
- Lived experience as a member of an underrepresented community is an asset

Additional Information:

- Plan, coordinate, facilitate and execute initiatives that promote the Faculty of Science to high schools in the Hamilton catchment area and surrounding regions
- Represent the Faculty of Science at access and outreach events at community organizations and school boards in the Hamilton catchment area and surrounding regions
- Organize and facilitate group meetings and one-on-one meetings with high school teachers to identify outreach opportunities
- Develop promotional materials, both print and web-based, for prospective students
- Through research and analysis of best practices, identify structural and systemic factors that prevent students from applying to the Faculty of Science
- Identify, support and provide information to students with interest in programs in the Faculty of Science
- Participate in relevant forums and committees

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