



# 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

Date Printed: 2024/05/07

## SENIOR ADVISOR, INDIGENOUS STUDENT SERVICES

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | <b>55042-1982</b>   |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=55042-1982">https://careers.indigenous.link/viewjob?jobname=55042-1982</a> |                     |
| <b>Company</b>     | McMaster University   |                     |
| <b>Location</b>    | Hamilton, ON  |                     |
| <b>Date Posted</b> | From: 2023-05-15  | To: 2050-01-01      |
| <b>Job</b>         | Type: Full-time   | Category: Education |

### Description

Indigenous Student Services provides and connects Indigenous learners to the supports and services they need along their educational journey. We work to hold space for Indigenous learners by identifying and working to removing barriers, close gaps and providing holistic supports. Reporting to the Director, the Senior Advisor, Indigenous Student Services is a first point-of-contact to support Indigenous learners with their educational goals. The Senior Advisor provides front-line leadership to team members and works with campus and community partners to create development opportunities and cultural connections for Indigenous learners. 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 identifying and removing barriers for Indigenous students. Acts as an Indigenous subject matter expert and an advocate, while overseeing the coordination of front-line service delivery, with a focus on holistic strategies. Advise and support Indigenous student transition and retention through services in the area of academic advising, holistic supports, advocacy, career transitions, and Indigenous cultural supports.

### Purpose and Key Functions:

- \* Provide academic advising and comprehensive information to Indigenous students related to educational planning, course requirements, professional schools, career planning, volunteer opportunities, education abroad opportunities, and community work opportunities, etc.
- \* Research and develop culturally safe programs and supports for Indigenous learners.
- \* Provide support for at-risk students. Partner with Faculty advisors, and provide appropriate referrals as required.
- \* Develop, implement and monitor student intake process, with special attention on responsible stewardship of Indigenous student information.
- \* Oversee front line activities to ensure student needs are properly identified and appropriate referrals are made to services and programs.
- \* Evaluate front line service delivery to ensure student needs are met efficiently, effectively, and in a timely manner, and that staff resources are adequately utilized, including analyzing program statistics
- \* Develop content and facilitate peer-led focus group sessions to evaluate service delivery.
- \* Provide advice on culturally safe practices and program design to support Indigenous students and families.
- \* Triage Indigenous students areas of concern and coordinate appropriate support and resources.
- \* Identify and communicate Indigenous student needs and work closely with the Director to develop an effective and responsive front line service delivery strategy. Provide feedback and creative solutions.
- \* Collaborate with staff to ensure seamless transition and implementation of services throughout the life cycle of Indigenous students.
- \* Demonstrate empathy and active listening when supporting Indigenous students dealing with issues such as direct and systemic racism.
- \* Develop relevant workshops, orientation programs and program material to meet the needs of various Indigenous client groups.
- \* Research available services and supports in Indigenous communities.
- \* Develop and deliver training to staff.
- \* Act as an advocate for and direct Indigenous students to required information resources, programs, and staff to enable student success and retention. Inform Indigenous students of tutoring, training and development programs offered across campus.
- \* Schedule and coordinate external stakeholder visits to campus.
- \* Plan, coordinate and facilitate various workshops, orientation programs and information sessions on topics such as: academic skills, accessibility, career planning, financial aid, family supports, and cultural activities.
- \* Plan and facilitate student staff meetings.
- \* Identify and troubleshoot procedural problems and operational issues within the unit.
- \* Develop website content information.
- \* Support in facilitating provisions of services for Indigenous students with disabilities and unique needs.
- \* Partner with key stakeholders across the University to develop and update resources, information workshops, and services.
- \* Conduct database, and web searches to find information to respond to inquiries from student and Indigenous community members.
- \* Stay abreast of current research and strategies relating to best practices in supporting Indigenous student success.

### Supervision:

- \* Ongoing responsibility for supervising 1 to 9 casual employees at any one time.
- \* Provides orientation and shows procedures to others.

Requirements:

- \* Bachelor's Degree in a relevant field.
- \* Requires a minimum of 3 years of relevant experience.
- \* OR demonstrable equivalent combination of education and experience

Assets:

- \* Knowledge and experience working with Indigenous organizations and community programs, particularly in education
  - \* Lived experience of Indigenous world views, cultures and values
  - \* Competency in an Indigenous language or knowledge of Indigenous languages
- \* We understand that not everyone brings 100% of the skills and experience for the role. At McMaster, we offer opportunities to a diverse group, including those with a variety of workplace experiences and backgrounds. Regardless of your circumstances, we are excited to learn more about you and encourage you to apply. Additional Information: 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 SENIOR ADVISOR, INDIGENOUS STUDENT SERVICES