



# 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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## Athletic Academic Success Coach//Entraîneur De Réussite Académique Athlétique

Job ID	<b>58-EB-9D-F2-97-80</b>
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=58-EB-9D-F2-97-80">https://careers.indigenous.link/viewjob?jobname=58-EB-9D-F2-97-80</a>
Company	Bishop's University
Location	Sherbrooke, Quebec
Date Posted	From: 2021-09-20 To: 2022-03-19
Job	Type: Full-time Category: Sports and Recreation
Job Salary	21.41\$ To/À 27.96\$ Per Hour/de L'heure (APBU à€“ Unionized Position/poste SyndiquÃ©)
Languages	English And French / Anglais Et FranÃ§ais

### Description

Posting 21-31 (Regular full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishopâ€™s University is seeking an Athletic Academic Success Coach for a regular full-time position in the Athletics department. Reporting to the Director of Athletics & Recreation, the incumbent will be responsible for coordinating a program for academic support dedicated to student Athletes at Bishopâ€™s University. The program will include the ongoing monitoring of student athletes academic standing and the coordination of resources such as mentors, tutors or other resources to support their success in their studies. This position has a work week of 32.5 hours from Monday to Friday with evenings and weekends required.

#### Nature of Duties & Responsibilities:

- Coordinate a program of support dedicated to student Athletes
  - Develop strong working relationships with our head coaches, understand their different academic support needs and tailor programming for each team;
  - Act as the BU campus liaison for student-athletes with Deans and faculty;
  - Meet with student-athletes as required to present any pertinent information pertaining to our academic support program;
  - Introduce new programming targeted at supporting freshman student-athletes. Including an orientation program at the beginning of each semester;
  - Guide and monitor the Study Hall for student-athletes;
  - Guide and monitor a tutoring program for student-athletes;
  - Support the recruitment of potential student-athletes by meeting with them and providing information about our academic support program;
  - Monitor and measure program impact
  - Provide ongoing monitoring of Athletes Academic standing
  - Offer individual session to review standings and resources available when required
  - Work closely and collaboratively with student support services and academic support services.
  - Provide regular reporting on the program
- Understand and abide by university standards of confidentiality and ethical decision-making;
- Other tasks as assigned.

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#### AFFICHAGE 21-31 (rÃ©gulier Ã  temps plein)

Les Ã©noncÃ©s suivants sont destinÃ©s Ã  dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishopâ€™s recherche un EntraÃ®neur de rÃ©ussite acadÃ©mique athlÃ©tique pour un poste rÃ©gulier Ã  temps plein dans le DÃ©partement sports et des loisirs. Se rapportant au Directeur des sports et des loisirs, le titulaire du poste est responsable de la coordination d'un programme de soutien scolaire destinÃ© aux athlÃ¨tes Ã©tudiants de l'UniversitÃ© Bishop. Le programme comprendra la surveillance continue du statut acadÃ©mique des athlÃ¨tes Ã©tudiants et la coordination des ressources telles que les mentors, les tuteurs ou d'autres ressources pour soutenir leur rÃ©ussite dans leurs Ã©tudes. La semaine de travail de ce poste est de 32.5 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine.

#### Nature des tÃ¢ches:

- Coordonner un programme de soutien dÃ©diÃ© aux athlÃ¨tes Ã©tudiants
- DÃ©velopper de solides relations de travail avec nos entraÃ®neurs principaux, comprendre leurs diffÃ©rents besoins en matiÃ¨re de soutien scolaire et adapter la programmation Ã  chaque Ã©quipe.
- Agir en tant que liaison du campus BU pour les Ã©tudiants-athlÃ¨tes avec les doyens et les professeurs;
- Rencontrer les Ã©tudiants-athlÃ¨tes au besoin pour prÃ©senter toute information pertinente relative Ã  notre programme de soutien scolaire;
- Introduire une nouvelle programmation visant Ã  soutenir les Ã©tudiants-Ã©tudiants de premiÃ¨re annÃ©e. Y compris un programme d'orientation au dÃ©but de chaque semestre;
- Guider et surveiller la salle d'Ã©tude pour les Ã©tudiants-athlÃ¨tes;
- Guider et suivre un programme de tutorat pour les Ã©tudiants-athlÃ¨tes;
- Soutenir le recrutement d'Ã©tudiants-athlÃ¨tes potentiels en les rencontrant et en fournant des informations sur notre programme de soutien scolaire;
- Surveiller et mesurer l'impact du programme

- Assurer une surveillance continue des athlètes
- Offrir une séance individuelle pour examiner les classements et les ressources disponibles au besoin
- Travailler en étroite collaboration avec les services de soutien aux étudiants et les services de soutien scolaire.
- Fournir des rapports réguliers sur le programme
- Comprendre et respecter les normes universitaires de confidentialité et de prise de décision éthique;
- Effectuer toutes autres tâches connexes au besoin.

#### **Experience**

1-3 years working in a post-secondary academic institution, preferably within a department in student services / 1-3 ans de travail dans un établissement d'enseignement postsecondaire, de préférence dans un département des services aux étudiants.

#### **Education Requirements**

College Diploma (DEC) / Diplôme d'études collégiales (DEC)

#### **Essential Skills**

- Understanding of the Academic Calendar;
- Familiarity with the student/athlete experience considered an asset.
- Strong organizational skills with the ability to handle a variety of projects, deadlines and schedules simultaneously, under minimal supervision.
- Flexible schedule including evenings and weekends
- Excellent verbal and written communication skills in both English and French.

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-Compréhension du calendrier académique

-Connaissance de l'expérience étudiante / athlète considérée comme un atout.

-Fortes compétences organisationnelles et aptitude à gérer plusieurs projets, délais et calendriers simultanément, sous une supervision minimale.

-Horaire flexible, y compris les soirs et les fins de semaine

-Excellentes compétences en communication verbale et écrite en anglais et en français.

#### **Other**

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

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L'Université Bishop's applique un programme d'accès à l'égalité en emploi issu de la Loi sur l'accès à l'égalité en emplois des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'égalité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement favorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

#### **How to Apply**

Click "Apply Now"

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by September 28, 2021 before 4:00 pm to [careers@ubishops.ca](mailto:careers@ubishops.ca).

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact [careers@ubishops.ca](mailto:careers@ubishops.ca)

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S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez dès maintenant le 28 septembre 2021, 16 :00 à [careers@ubishops.ca](mailto:careers@ubishops.ca)

Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne qualifié. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en provenance et en dépassant les obstacles à l'accessibilité. Si vous nécessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter [careers@ubishops.ca](mailto:careers@ubishops.ca)