



# 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

## Indigenous Student Services Coordinator

<b>Job ID</b>	<b>5B-12-F8-A0-8C-15</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5B-12-F8-A0-8C-15">https://careers.indigenous.link/viewjob?jobname=5B-12-F8-A0-8C-15</a>	
<b>Company</b>	Okanagan College	
<b>Location</b>	Penticton, British Columbia	
<b>Date Posted</b>	From: 2022-11-24	To: 2022-12-24
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	January 3, 2023	
<b>Job Salary</b>	\$55,787 - \$63,784 per year	
<b>Languages</b>	English	

### Description

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

Position Title:

Indigenous Student Services Coordinator

Competition Number:

C002211

Division/Portfolio:

Student Services

Department/Program:

Indigenous Services

Campus/Centre:

Penticton

Your Opportunity:

Under the general supervision of the Indigenous Services Manager, the Indigenous Student Services Coordinator facilitates the successful transition of Indigenous students from pre-application to graduation using a holistic, Indigenous student-centered lens. A key function of this position is facilitating retention, working closely with enrolled Indigenous students. The position assists with the development and implementation of individualized educational plans as necessary. The Indigenous Student Services Coordinator initiates and maintains working relations with, and knowledge of, Indigenous communities, organizations, service providers, and other training institutions locally, regionally, and provincially. The position acts as primary resource for prospective and current Indigenous students and performs other related duties as required.

Education and Experience:

Bachelor's degree in a related area (Indigenous studies, social work, education, etc.) required. A minimum of 4 years related experience working with Indigenous learners, communities and/or organizations required. A combination of education and extensive related experience will be considered. Knowledge and understanding of Indigenous communities, customs, and history preferred. Knowledge of post-secondary institutions, particularly Okanagan College is an asset. Training in trauma informed care and nonviolent crisis intervention is an asset. Experience with post-secondary student recruitment, marketing, event organization and experience working with committees and volunteers is an asset.

Functions and Duties:

**ENTRANCE ADVISING:**

1. Assists prospective and current Indigenous students to meet their personal career and educational objectives. Provides prospective Indigenous students with information and basic advice regarding OC programs, admission requirements, and suitability related to their learning/training objectives. Refers Indigenous students to Educational Advisors for in-depth program and course advising information. Assists with OC processes including facilitating admissions and registration. Assists in interpreting College policy and regulations.
2. Assists in providing general educational advice. Provides one-on-one support by identifying and putting in place strategies and plans to assist Indigenous students with their successful transition into OC, their transition from one academic year to the next, and upon transferring or graduating from OC.
3. Assists Indigenous students by helping to identify and then providing advice related to reducing or eliminating barriers to participation in post-secondary education (e.g. daycare, financial aid, academic readiness, and band funding).
4. Maintains detailed records of student interviews.

**MENTORING:**

1. Regularly communicates and interacts with Indigenous students, individually and/or collectively, to support their educational journey. Acknowledges the strengths of each student and maintains a focus on active listening, encouragement, and empowerment. Functions as an advocate as appropriate.
2. Recognizes when to provide trauma-informed support as a result of issues stemming from a history of systemic marginalization including but not limited to post-traumatic stress disorder and intergenerational trauma. Addresses concerns tactfully, taking into consideration confidentiality, and refers students to counselling, accessibility services or academic support services as needed.
3. Maintains lists/databases of current Indigenous students and student funding contacts. Assists Indigenous students in awareness of the range of services available from local Indigenous communities, organizations, and service providers. Refers students to community resources as needed.
4. Responsible for the smooth functioning of the regional Indigenous Student Centres. Leads or participates in the planning, organization, and delivery of culturally specific services on an annual basis. Refers students to additional services (e.g. Learning Centre, Counselling, Financial Aid & Awards, Accessibility Services, etc.), faculty, admissions and registration, and on-campus housing as needed. Recruits, hires, and supervises student employees (e.g. peer mentors) as needed to supplement the support network provided by Indigenous Services.
5. Participates in meetings and sits on committees as required.

## COMMUNITY LIAISON:

1. Maintains currency and awareness of Indigenous communities, organizations, and service providers, especially those within the College region. Develops and maintains ongoing community connections and partnerships. Engages with and participates in local Indigenous community initiatives and events with a focus on maintaining respect and demonstrating reciprocity.
2. Identifies and maintains strong relationships with local Indigenous knowledge keepers and elders.
3. Engages in the promotion of Okanagan College and its programs to the external Indigenous community, generating interest and encouraging applications.
4. Assists and participates in the development and practice of creative recruitment activities with a particular focus on the needs of Indigenous students. Prepares and administers Indigenous student recruitment presentations. Promotes, attends, and coordinates events and activities such as program information evenings, experiential activities (e.g. student for a day), and campus tours.
5. Attends recruitment events (e.g. career fairs, conferences) locally and provincially when appropriate.
6. Visits Indigenous communities, organizations, and service providers to liaise with prospective students, parents, education coordinators, counsellors, and administrative staff. Provides program information to school district Indigenous support workers, counsellors, teachers, and career contact centres.

## CAMPUS EVENTS:

1. Leads or assists with planning, coordination, promotion, and delivery of culturally relevant events, both campus-specific and institution-wide, on an annual basis. Assists with and participates in the coordination of student events more generally (e.g. orientation).
2. Supports students and student employees with coordination of activities and events for other Indigenous students.
3. Leads or assists with ordering/purchasing of event or student centre supplies (e.g. food, prizes) by assessing needs and evaluating options as necessary.
4. Leads or participates in the identification, invitation, and coordination of guests and Indigenous community representatives, knowledge keepers, and elders for culturally relevant events and activities.

## Skills and Abilities:

Excellent written and verbal communication skills

Exceptional public speaking skills

Exceptional customer service and a strong student-focused orientation

Dealing with people in a calm, tactful, efficient and effective manner that projects a polished, professional and helpful image

Presentation and research skills

Organizational abilities

Maintain positive working relations with organizations, colleague institutions, high school principals and counselors

Act independently, to organize and co-ordinate recruitment and other special events

Computer literate and familiar with Microsoft Office (Word, Excel, Access, and PowerPoint)

## Appointment Type:

Support - Regular Full-time

Appointment Start Date:

01/03/2023

Schedule:

Monday to Friday, 35 hours per week.

Some evening and weekend work may be required.

Some travel may be required.

Annual Salary/Hourly Rate:

\$55,787 - \$63,784

Special Instructions to Applicants:

Shortlisted internal candidates must notify the current Support Staff Bargaining Chairperson and Human Resources if they want a union observer during interviews and final selection of candidates.

Posting Opening Date:

11/24/2022

Posting Closing Date:

12/04/2022

### **How to Apply**

Click Apply Now!

To apply for this position, please go to our employment site:

<https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.

All applications must be submitted through our employment site to be considered.

Okanagan College is committed to increasing the equitable and inclusive participation of marginalized people in all aspects of college life. We welcome and encourage applications from Indigenous Peoples, Black People, members of racialized groups/visible minorities, people with disabilities and people with diverse gender identities or expressions. People with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [AccessibilityHR@okanagan.bc.ca](mailto:AccessibilityHR@okanagan.bc.ca)