



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: 2024/05/05

Aboriginal Transition Planner

Job ID	61-54-11-E2-9B-E4	
Web Address	https://careers.indigenous.link/viewjob?jobname=61-54-11-E2-9B-E4	
Company	Okanagan College	
Location	Kelowna, British Columbia	
Date Posted	From: 2019-10-30	To: 2019-11-29
Job	Type: Fixed-term	Category: Education
Job Start Date	November 18, 2019	
Job Salary	\$45,989 - \$52,570	
Languages	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:

Aboriginal Transition Planner

Competition Number:

C001209

Division/Portfolio:

Student Services

Department/Program:

Aboriginal Student

Campus/Centre:

Kelowna

Position Summary:

Under the general supervision of the Aboriginal Service Coordinator, facilitates the successful transitions of prospective Aboriginal students to Okanagan College. A key function of this position is facilitating retention, working closely with current Okanagan College Aboriginal students assisting them through the student life-cycle including transfer and graduation. Liaises with Aboriginal students, communities, organizations, and service providers to develop and implement individual transition plans for Aboriginal students. Develops and maintains working relations with, and knowledge of, Aboriginal communities, organizations, service providers, and other training institutions within the Okanagan College region and provincially. Acts as primary resource for prospective and current Aboriginal students and performs other related duties as required.

Education and Experience:

Completion of Grade 12 or equivalent and graduation from a two-year community college program in a relevant area. Over 2 years and up to and including 4 years related experience and working with Aboriginal communities and organizations.

Skills and Abilities:

This position is a demanding high energy, high profile, public relations role and requires exceptional public speaking skills as well as dealing with people in a calm, tactful, efficient and effective manner that projects a polished, professional and helpful image. In addition, this position is a highly skilled service role that demands exceptional customer service and a strong student-focused orientation.

Must possess excellent written and verbal communication skills, presentation and research skills, and organizational abilities. Must be computer literate and be familiar with Microsoft Office (Word, Excel, Access, and PowerPoint).

Ability to maintain positive working relations with organizations, colleague institutions, high school principals and

counselors. Ability to act independently, to organize and co-ordinate recruitment and other special events such as information nights, when necessary.

Experience in event organization, program promotion, public speaking, and making presentations to large groups.

Preferred Qualifications

Knowledge and understanding of Aboriginal communities, customs, and history.

Knowledge of post-secondary institutions, particularly Okanagan College is an asset.

Post-secondary student recruitment, marketing, and experience working with committees and volunteers is an advantage.

Appointment Type:

Support - Regular Full-time

Appointment Start Date:

11/18/2019

Appointment End Date:

08/31/2020

Schedule:

35 hours/week

Some evenings and weekend work may be required.

Some travel may be required.

Annual Salary/Hourly Rate:

\$45,989 - 52,570

Special Instructions to Applicants:

This position is externally funded and is subject to operational needs. Employees who are hired for externally funded positions are not entitled to bumping rights or severance as per the BCGEU Support Staff Collective Agreement. Please refer to LOU #11 of the Support Staff Collective Agreement for further information.

Please note: 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:

10/15/2019

Posting Closing Date:

11/17/2019

Experience

Over 2 years and up to and including 4 years related experience and working with Aboriginal communities and organizations.

Education Requirements

Completion of Grade 12 or equivalent and graduation from a two-year community college program in a relevant area.

How to Apply

To apply for this position, please go to the following website: <https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.