



# 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: 2024/04/20

## Indigenous Outreach And Recruitment Coordinator

**Job ID** F4-DB-29-AB-96-8E

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=F4-DB-29-AB-96-8E>

**Company** Western University

**Location** London, Ontario

**Date Posted** From: 2022-05-12 To: 2022-05-20

**Job** Type: Fixed-term Category: Human Resources

**Languages** English

### Description

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 13

Please note, this is a wholly grant funded, 20 month temporary full time contract opportunity.

#### About Western

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

#### About Us

The Faculty of Engineering is dedicated to the advancement of learning through teaching and research and to the discovery and application of knowledge in selected engineering disciplines. It seeks to develop people with talents and skills who will provide internationally significant leadership to serve the interests of society. The mission of the Outreach and Recruitment unit in the Office of the Dean is to connect the external community to engineering and recruitment the best and the brightest to engineering.

#### Responsibilities

The Indigenous Outreach and Recruitment Coordinator will collaborate to provide support for the development, expansion and implementation of programs and events focused on increasing awareness and knowledge of engineering to Indigenous youth in STEM, with a focus on high school programming and transitions to postsecondary. The role will support recruitment activities focused on increasing Indigenous enrollment at Western University, and will place priority on culturally relevant approaches to creating relationships within Indigenous communities focused on development of pathways to post-secondary education for Indigenous people. The Coordinator will also act as a point of contact for prospective Indigenous students regarding applications and admissions procedures, policies, funding sources, and transitions and will ensure that the necessary

support, information, documentation and resources are available for the successful implementation of events, workshops and program initiatives related to this population. The role will be instrumental in initiating new forms of engagement for Indigenous recruitment, coordinating recruitment activities, and delivering programming for prospective and incoming Indigenous students, working with community partners to leverage their reach to further the goals and impact of these programs.

#### Qualifications

##### Education:

- Bachelor's Degree; Major in Education, Engineering, or Science is preferred

##### Experience:

- 2 years' experience teaching in an in-person and virtual classroom setting
- Experience working with Indigenous youth and Indigenous communities with a focus on education
- Experience coordinating Indigenous student and/or youth events and programs
- Experience maintaining and developing new community partners including teachers, schools and other stakeholders
- Preference will be given to candidates who self-identify as Indigenous (First Nations, Metis, and Inuit in Canada) with lived experience
- Experience developing and implementing programming related to the Ontario Science and Mathematics Curriculum is preferred
- Experience working in a University setting would be an asset

##### Knowledge, Skills & Abilities:

- Thorough understanding of Indigenous post-secondary student educational needs, policies, issues, and implications in Canada
- A deep understanding of local Indigenous communities, organizations, and cultural protocols and practices is an asset
- Strong understanding of Indigenous histories, traditions and cultures
- Familiarity with social media and technology platforms relevant to engaging Indigenous students
- Knowledge of post-secondary programs, protocols and processes related to admissions with familiarity with Indigenous Student Services and Indigenous admission practices across the post-secondary sector
- Ability to plan and manage events of various sizes; familiarity with large scale events an asset
- Ability to effectively present information, and conduct training sessions and workshops
- Communication skills with an ability to clearly express ideas in an objective manner, complete detailed analytics and reports and adapt communication style to suit the situation and audience
- Capacity to support and demonstrate openness to persons of diverse backgrounds and beliefs
- Ability to understand Indigenous student and community needs and expectations
- Detail-oriented with an ability to function and process information with high levels of accuracy
- A well-defined sense of diplomacy, including solid negotiation and conflict resolution skills
- Ability to multi-task and maintain an organized and effective personal work environment
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite and with Content Management Systems (such as Cascade)
- Must have own transportation with ability to travel between Western Engineering and local schools/community partners; Valid Class G driver's license required

##### Background Checks

Please note, successful applicants may be required to produce a current vulnerable sector record check(s) from a police service prior to commencing employment.

#### **Western Values Diversity**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

#### **How to Apply**

Interested applicants are asked to visit: <https://recruit.uwo.ca> for further information and to apply online referencing job #25679 by 11:59PM on May 20, 2022.

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVID-19 Vaccination Policy.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.