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: 2024/03/28

Graduate Academic Advisor & EDI Specialist

Job ID	**F7-02-6A-29-64-B5**	
Web Address	https://careers.indigenous.link/viewjob?jobname=F7-02-6A-29-64-B5	
Company	Western University	
Location	London, Ontario	
Date Posted	From: 2022-11-01	To: 2022-12-01
Job	Type: Full-time	Category: Education
Languages	English	

Description

Classification & Regular Hours
Hours per Week: 35
Salary Grade: 15
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 mission of the School of Graduate and Postdoctoral Studies is to support Faculties and programs in providing high quality, innovative graduate programs, attracting high quality graduate students and postdoctoral trainees, and expanding graduate education and graduate professional development at Western. SGPS recognizes Indigenous rights to sovereignty and is committed to having these rights reflected in our mandate, and in policies and procedures that govern graduate education and postdoctoral studies at Western. We are deeply committed to working with the Office of Indigenous Initiatives, the Office of Equity, Diversity & Inclusion, Accessible Education, the Centre for Teaching and Learning, the Society of Graduate Students, graduate programs and the Postdoctoral Association to embed principles of Indigenization and decolonization, equity, diversity, inclusion, accessibility, and antiracism into all components of graduate education and postdoctoral training, from recruitment and admission through to completion.
Responsibilities
The Graduate Academic Advisor & EDI Specialist provides academic advice and support to graduate students, especially those from equity-deserving groups, who are experiencing challenges navigating their programs, and our systems and regulations. The role provides sound and consistent guidance and provides academic advice to graduate students on matters related to academic accommodations and relief, and provides referral and/or connects graduate students to other relevant University services when necessary. Drawing on this student-centred lens and the principles of equity, diversity, inclusion, accessibility, antiracism and decolonization, the role will advise the SGPS leadership and programs on strategic modifications to all components of graduate education, from recruitment to degree completion.
Qualifications
Education:
- Master's Degree in any field or Bachelor's Degree with equivalent experience/qualifications
- PhD in any field or equivalent qualifications
Experience:
- 3 years of experience applying EDIAD principles in an education setting
- Experience providing academic advising to students
- Experience planning, facilitating, and delivering workshops
- Experience with project management; preferably with an equity, diversity, inclusion, accessibility, and decolonization focus

- Previous experience participating in the work of eliminating discrimination by addressing system racism ableism, sexism and the effect of colonization is preferred

Knowledge, Skills & Abilities:

- Demonstrated commitment to valuing equity, diversity and contributing to a working and learning environment that is accessible, inclusive and decolonized
- In-depth knowledge related to graduate program delivery and design, graduate education, and/or graduate experience
- In-depth knowledge of best practices for supporting the needs of those struggling within their academic programs
- Exceptional organizational skills, including managing multiple competing priorities and an ability to adapt quickly to emerging priorities
- Excellent interpersonal skills, including empathy, compassion, the ability to de-escalate, and to support students as they navigate complicated circumstances
- Project management skills to manage a project from conception to completion within tightly prescribed timelines
- Ability to effectively present information, and conduct training sessions and workshops
- Innovative and flexible critical thinking skills to adjust to and implement new processes or technology to the University's advantage
- Ability to work with a variety of faculty members, subjects and teaching styles
- Openness to recognize when change is necessary, and to develop, implement and lead effective change management strategies
- Sound judgment, analytical and problem-solving skills with a consultative and collaborative approach to addressing issues and opportunities
- A continuous quality improvement approach to evaluation and program development
- Ability to motivate others to maintain quality services in a constantly changing environment
- Discretion, tact and maturity to deal with confidential subjects or issues
- Strong communication skills with a demonstrated ability to complete detailed analytics and reports
- Active listener, concentrating on the interactions and asking questions to clarify or verify information
- Strong customer service skills to handle enquiries and resolve issues in a professional and timely manner
- Intermediate computer skills in Microsoft Office Suite (Word and Excel), with content management systems (such as Cascade) and with databases (such as PeopleSoft)
- Demonstrated ability to build strong, collegial relationships with students, faculty, the public and colleagues across the University
- Knowledge of Western's policies and procedures related to equity, diversity, accommodation, inclusion and accessibility and decolonization as well as provincial and federal policies as relevant is an asset

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 or phone 519-661-2194.

How to Apply

Click Apply Now!

Interested applicants are asked to visit https://recruit.uwo.ca for further information and to apply online referencing job #28501 by 11:59PM on December 1, 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.