

POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.
- Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

WHICH PDF SECTION(S) SHOULD BE COMPLETED?

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Choose an item. **Part-time Support Staff**

Position Title: Indigenous Student Services Coordinator – Frost Campus

Position Number: [Click here to enter text.](#) **Pay Band: 10**

Reports To: Manager-Indigenous Student Services

Appointment Type: Other-details at right. **“Other” Hours Details:** Temporary PT – CPT Tier 2

Scheduled Weekly Hours (maximum 24 hours per week): 21

PDF Completed By (Manager Name): Kylie Fox-Peltier

Effective Date: 21 Aug 19 **Last Revision:** 26 June 19 (Job Eval 21 Aug 19)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

Working with the Fleming Indigenous Student Service Team and as part of the larger Student Experience Division, the major duties and responsibilities of the Indigenous Student Services Coordinator can be summarized in three main areas: Indigenous Student Success Programming, Student Life/Cultural Resource Work, and Indigenous Community Liaison Support. The Indigenous Student Services Coordinator focuses on enhancing the student experience and ensuring effective support that contributes to Indigenous Student Success and retention of Indigenous Students at Frost Campus.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<p>Indigenous Student Success Programming - Liaise with Indigenous students encouraging involvement and supporting their learning, with a focus on outreach, retention and academic support programs.</p> <ul style="list-style-type: none"> • Participate in the research, planning and implementation of programming to support the academic success of students • Participate in the college wide orientation plan and develop outreach activities to reach Indigenous learners including Indigenous Student Mentorship • Provide referrals to Indigenous students within the college and community. • Answer questions, advising and guiding Indigenous students as required. • Tracking the success of Indigenous students that would include the incumbent coordinating data collection and reporting on results including self-identification • Provide information on Indigenous-specific Scholarships and Bursaries for students. • Update and maintain Indigenous Services website or portal page with support of IT and/or Marketing. Participate in discussions on the purpose and use of this website. • Develop workshops to support the success of Indigenous students and promote awareness of Indigenous culture within the college community. Work with Learning Support Staff and/or Student Experience staff to promote existing skill development workshops 	40

	<p>and build on more culturally sensitive topics including Indigenous rights, identity and life skills.</p> <ul style="list-style-type: none"> • Monitor Indigenous Student Department Space(s) and Tipi to ensure proper resources within are meeting student needs (community news, learning strategies, computer access, cultural items). • Encourage student involvement in events as volunteers and well as motivate them to implement their own ideas. Works with student members on AEC to help them understand their role, opportunities to present and gain feedback from other students • Provide support and coverage to Indigenous staff and Department Space(s) at the Frost campus and other campuses as necessary • Bring to the attention of the supervisor any issues impacting on Indigenous student success. 	
2	<p>Student Life/Cultural Resource Work Plan and deliver cultural programming. Participate and act as a resource within the college community for needs aligned with supporting Indigenous student success and informing the college community of aspects important in the understanding of Indigenous culture, knowledge and ways of knowing</p> <ul style="list-style-type: none"> • Plan, promote, implement and assess a variety of cultural programs, including but not limited to the facilitation of Indigenous cultural teachings, talking circles, tipi cultural sessions/events and Indigenous cultural safety training • Develop and/or enhance resources which directly benefits both students and staff, including: <ul style="list-style-type: none"> a) cultural protocols for identification of Elders and cultural knowledge holders b) credible and authentic cultural practices c) cultural space d) student development initiatives and support e) professional development initiatives and support f) assessment tools that measure student success • Monitor and advise college on content of library holdings that include resource literature, statistics and demographics on Indigenous populations. • Attend Indigenous specific meetings and participate as an effective member of the Indigenous Education Council. • Visit classrooms to participate in curriculum as approved by supervisor • Generally promote education of Indigenous peoples and culture positively throughout College community. • Provide support and coverage to Indigenous staff and Department Space(s) at the Frost campus and other campuses as necessary 	40
3	<p>Indigenous Community Liaison Support In partnership with the College Liaison department, support and maintain positive Indigenous community relationships</p> <ul style="list-style-type: none"> • Communicate with Indigenous communities and other organizations to determine engagement and/or partnership opportunities. • Works directly with the Education Managers in the local FN communities to identify needs for their students 	15

	<ul style="list-style-type: none"> • Liaising with high school students and facilitating needs assessment work in the local communities • Liaise with Indigenous communities and identified recruitment opportunities, practicing appropriate cultural protocols for identification of elders and cultural persons, and establishing credible and authentic cultural practices • Establish and maintain a recruitment/promotional display (photos, college literature, etc.) • Recommend Indigenous venues for advertising Fleming College – periodicals, newspapers, Indigenous Community events • In cooperation with Fleming Marketing staff, assist in design of Indigenous marketing media (posters, brochures, photos, etc.) • Provide support and coverage to Indigenous staff, department Space(s), and services at the Frost campus and other campuses as necessary • Generally promote Indigenous culture and history positively throughout College community. 	
4	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Indigenous Studies, Social Service Worker, Child and Youth Worker, Business Administration

Other Vocational Certifications and/or Apprenticeships:

Click here to enter text. N/A

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than one year up to three years.

Note: Requirement for min 3 years of experience

Additional Skills & Abilities:

- Knowledge and respect of Indigenous teachings and culture including clear understanding of the historic relationship Indigenous people have with Canada
- Traditional cultural knowledge including cultural protocols so as to assist with the identification of Elders, Senators and cultural persons and which include credible and authentic cultural practices.
- Indigenous Knowledge training that provides an understanding of the protocols necessary to work with Elders, attend and prepare for ceremonies, pow wows, tipi/longhouse/lodge activities, handling of sacred items and medicines; specific to a Indigenous Nation(s). Knowledge of cultural event organization, Elder protocol and traditional teachings
- Familiarity with Indigenous post-secondary environments and related student issues and student success strategies
- Experience using computer applications; word processing, e-mail, web/social media
- Experience working independently and in a team environment
- Experience prioritizing and organizing own work
- Experience developing and delivering presentations and cultural events

PART THREE:

COMPLEXITY

Describe the amount and ~~nature of analysis, problem solving and reasoning~~ required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

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Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Choose an item.

How would you describe the complexity of the work?

Choose an item.

Describe the business processes used by the position.

Choose an item.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Choose an item.

In determining a solution for problems, the incumbent has discretion to:

Choose an item.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. — Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

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Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

~~Choose an item.~~

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

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Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Choose an item:

How would you describe the existence of critical deadlines in this role?

Choose an item:

How would you describe the level of interruptions this position faces?

Choose an item:

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
		Choose an item.
		Choose an item.

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

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Example #2

Task / Activity	
Description	

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Choose an item.

What degree of supervision is typically provided to the incumbent?

Choose an item.

How is the work typically checked and verified?

Choose an item.

How frequently is the work checked?

Choose an item.

Describe duties which are the incumbent’s responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur.

Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
		<i>Choose an item.</i>
		<i>Choose an item.</i>

		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Choose an item.

What type of involvement does this position have with confidential information?

Choose an item.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. — Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How are errors typically detected for work completed by this position?

~~Choose an item.~~

What is the typical scope of impact to the organization for errors in this position?

~~Choose an item.~~

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment — Choose an item.	
Outdoor work; seasonal conditions — Choose an item.	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

~~Choose an item.~~

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

~~Choose an item.~~

If this position is required to engage in business-related travel, what is the frequency of the travel?

~~Choose an item.~~

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

~~Click here to enter text.~~