

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)

Temporary Part-time Support Staff

Position Title: Indigenous Student Services Coordinator – Frost Campus

Position Number: PT0061

Pay Band: 10

Reports To: Kylie Fox-Peltier, Manager-Indigenous Student Services

Appointment Type: Other-details at right.

“Other” Hours Details: Temporary Part Time

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

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

Effective Date: [Click here to enter text.](#) **Last Revision:** 01 Nov 2019

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.

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. 	40 %

	<p>Work with Learning Support Staff and/or Student Experience staff to promote existing skill development workshops 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>3. 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 • Liaising with high school students and facilitating needs assessment work in the local communities 	15 %

	<ul style="list-style-type: none"> • 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. 	
6	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.

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