SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION (transitional template)

Position Title: Coordinator, Indigenous Graduate Student Programs
Department: Graduate Studies
Reports to: Director, Graduate and Postdoctoral Studies
Employee Group: APSA

Position #: 00115614
Reports to #: 00030230
Grade: 07

POSITION SUMMARY
The Coordinator, Indigenous Graduate Student Programs is responsible for providing advice to Indigenous graduate students by establishing individual and group advisory services and sessions and coordinating information sessions. The Coordinator supports Indigenous graduate students academically, socially, and culturally as they make the transition to graduate studies at SFU and refers students to appropriate resources; collaborates cross-functionally with graduate departments, the Office of Aboriginal Peoples and the Indigenous Student Centre, and the Office of Graduate Studies to develop, plan and coordinate programs to support Indigenous recruitment, enrolment management and student retention; and assists in the development of culturally relevant series and programs to support Indigenous programs.

DUTIES AND RESPONSIBILITIES

1. Provides advising services and support for the Indigenous graduate student population academically, socially, and culturally as they make the transition at SFU by:
   • Creating / developing enhanced and dedicated advising services advisory services and sessions for all University campuses, and coordinating information sessions, in collaboration with the Office of Aboriginal Peoples, the Indigenous Student Centre and the Coordinator, Professional Development Programs and Student Experience.
   • Referring students to appropriate resources; and providing outreach services to graduate students at other campuses.
   • Planning and implementing appropriate post-graduation employment seminars, and producing informational publications targeted to both students and employers to support students’ employment success upon graduation.

2. Develops, markets, plans and coordinates programs and materials to support Indigenous graduate students (including reading groups, seminar series, workshops, Elder programming, conferences and symposia) by:
   • Collaborating cross-functionally with Office of Graduate Studies, Office of Aboriginal People, the Indigenous Student Centre, the Research Commons and department and faculty representatives.
   • Participating in the development plan for the Indigenous population, consistent with the Dean of Graduate Studies strategic vision, and the execution of comprehensive strategies to build and strengthen Indigenous relations.
   • Compiling research information from a variety of sources including community outreach and consultation.
   • Establishing learning outcomes for programs and developing, implementing, and managing qualitative and quantitative evaluation tools for all Indigenous graduate workshops and programs with workshop facilitators, campus service providers and participants to ensure outcomes are achieved.
   • Utilizing and adapting existing SFU programs and resources to meet the needs of Indigenous graduate students.
   • Developing and providing leadership within a peer-mentorship program for Indigenous graduate students.
   • Collaborating with the Coordinator, Professional Development Programs and Student Experience to assess existing professional development opportunities from an Indigenous perspective.
   • Determining the nature of revisions or alternate programming required to meet Indigenous graduate student needs.

3. Responsible for communication, liaison, recruitment and retention processes and activities by:
   • Working with the Communications Office, Associate Dean, Students, the Office of Aboriginal People, and the Indigenous Student Centre on communication strategies, including the creation of web communications and marketing materials to inform, guide and support prospective and current Indigenous students, alumni, and the community at large.
   • Working with the Associate Dean, Students to develop and implement Indigenous recruitment and retention strategies.
   • Participating in the creation of online student surveys; collecting comprehensive data on Indigenous graduate student satisfaction regarding all aspects of their SFU experience; creating, distributing and analyzing surveys; and conducting focus groups to inform and enhance the graduate Indigenous student experience and improve graduate student academic success.
   • Compiling data and performing statistical analyses of advising, programming and outreach activities to direct future student development programming initiatives.
   • Coordinating and conducting an environmental scan of resources available to Indigenous students at SFU and other institutions.
• Assessing and making recommendations pertaining to the current SFU policies and programs for Indigenous students through the analysis and review of information related to institutional support and integration.
• Developing and implementing activities and events to encourage Indigenous and university community spirit building.
• Liaising with provincial, national and transnational communities of Indigenous scholarship; attending conferences and networking with colleagues about Indigenous issues.
• Liaising and assisting with the organization of provincial, local and SFU-oriented Support Aboriginal Graduate Enhancement [SAGE] programming.

4. Supervises temporary staff by:
   • Allocating/prioritizing work assignments and providing work direction.
   • Providing orientation/training.
   • Evaluating performance.

QUALIFICATIONS

Bachelor’s degree in First Nations Studies and two years of related experience in managing Indigenous support programs, post-secondary program advising and registration services OR an equivalent combination of education, training and experience.

Excellent knowledge of Indigenous educational issues, history and opportunities.
Excellent organizational, problem-solving, interpersonal, communication (verbal, written and presentation) skills.
Excellent leadership, teamwork, mentorship and group facilitation skills.
Good research, marketing and promotion skills.
Ability to provide work direction, orientation/training, and performance evaluation to temporary staff.
Ability to use graphic design tools such as Adobe Photoshop, Illustrator, InDesign and Acrobat Pro.
Ability to exercise mature judgment, initiative, diplomacy and tact.
Ability to exercise cultural sensitivity when dealing with members of Indigenous communities.
Ability to establish and maintain effective working relationships with Indigenous community representatives.
Ability to develop and facilitate student-related initiatives/programs/events with students, faculty, staff, administrators and community partners to balance the multiple interests of the Indigenous community.
Ability to interpret and apply policies.
Proficient in the use of word processing, spreadsheets, database and online and multimedia technologies including Enterprise level information systems and Content Management Systems (e.g., Word, Access, Excel, JavaScript, HTML, AEM).