**SIMON FRASER UNIVERSITY**

**ADMINISTRATIVE & PROFESSIONAL**

**JOB DESCRIPTION**

**Position Title:** Coordinator, Indigenous Cultural Programs  
**Department:** Indigenous Student Centre  
**Reports to:** Director, Indigenous Student Centre  
**Employee Group:** APSA  

**Position #:** 00120380  
**Reports to (pos #):** 00001570  
**Grade:** 008

**POSITION SUMMARY**

The Coordinator, Indigenous Cultural Programs is responsible for the programs for Indigenous cultural student development, engagement and leadership for the Indigenous Student Centre (ISC) in accordance with cultural protocols. The Coordinator establishes and maintains respectful and constructive working relationships with Indigenous SFU Elders, the university community, and identified external Indigenous communities and organizations. The Coordinator is responsible for the coordination of the SFU Elders Program; development and implementation of cultural programming, including the Cultural Community Advisory Council, which incorporates the diverse cultural practices of Indigenous peoples; coordination of the Indigenous Cultural Competency Training program which provides knowledge, self-awareness, and skills to those working with Indigenous people; and manages the budget of various programs and events offered by the ISC.

**DUTIES AND RESPONSIBILITIES**

1. **Responsible for the development and implementation of Indigenous cultural programs by:**
   - conceptualizing, designing, developing, implementing, delivering, managing and evaluating cultural student development, engagement and leadership programs and support services for new and returning Indigenous students at SFU, supporting their transition and retention. Collaborates with all ISC staff members to ensure appropriate scheduling for all student programming.
   - determining instructional models and program design; developing and modifying learning outcomes; developing curricular content in collaboration with other subject-matter experts; and aligning assessments with learning outcomes
   - Managing all cultural workshops, including program instruction and delivery to students, as well as hiring, educating, assessing, and managing program instructors, and provides final reports and evaluations. Participates in the recruitment of facilitators; plans and coordinates workshops; identifies cultural suppliers for specialized cultural materials required for traditional workshops; maintains solid inventory of all cultural supplies purchased; and prepares reports to evaluate successes and identify areas of improvement submitted to the Director, Indigenous Student Centre.
   - collaborating with all areas of the university community and external community partners in the development and delivery of relevant, respectful, reciprocal and responsible Indigenous cultural programs and services focused on transition and retention.
   - Acting as a liaison between Indigenous students, other units of Student Services and external Indigenous communities.
   - Identifying cultural experts that facilitate diverse Indigenous cultural programming.
   - Providing students with information on off-campus support and resources as required and provides support in the administration of band/agencies sponsorship.
   - developing and implementing a communication plan for Indigenous students to promote the ISC and the programs and services offered.
   - designing and implementing communication and marketing materials for online and print media and participating in promotional activities.
   - representing the Indigenous Student Centre on university committees as assigned by the Director, to ensure positive community engagement with all internal and external community partners and cultural experts identified.
   - Managing the annual SFU Elders Program budget as approved by the Director.
   - Monitoring other program and event budgets by participating in the budget development process; preparing cost projections; tracking expenditures according to parameters set by the Director; reconciling expenditures to monthly commitment reports; and preparing periodic status reports.
   - researching and analyzing data from students, the First Nations Students Association and Institutional Research and Planning by conducting surveys to identify whether programs offered are relevant, and to assist in the identification of respectful, responsible and reciprocal service needs. Provides recommendations to the Director for changes in and/or new programs and services offered to meet changing student needs.
   - providing support for the First Nations Students Association and/or other SFU student organizations when invited to inform executive members, attending meetings, and providing resources and referrals where appropriate to support the activities of these groups related to the facilitation of Indigenous student success.
   - Representing the Indigenous Student Centre on university committees as assigned by the Director, to ensure positive community engagement with all internal and external community partners and cultural experts identified.
2. **Oversees the SFU Elders Program by:**
   - managing the day-to-day activities of the Program and communicating regularly with Elders, SFU departments and Indigenous organizations and communities to ensure the culturally responsive management of the Program.
   - identifying and proposing expanded Elder programming; conducting ongoing evaluation of the Program’s effectiveness; processing annual contracts for the hiring of Elders; coordinating Elders training sessions; and working with Elders to have regular semester meetings.
   - liaising with other post-secondary institutions to exchange program information and policies, and to plan future collaborations regarding Elders programming.

3. **Participates in creating awareness of cultural practices of Indigenous people by:**
   - collaborating with the Director, conducting research and consulting with all related internal departments and external Aboriginal communities to develop and implement a plan to establish a Cultural Community Advisory Council.
   - upon establishment of a Cultural Community Advisory Council, developing a Terms of Reference for the Council, coordinating regular meetings for the Council, and ensuring all ISC cultural programming is in accordance with the Council’s support.
   - engaging and developing relationships with Indigenous communities to develop and support cultural programs and provide spaces for local communities to guide and lead the work.
   - managing the Indigenous Cultural Competency Training program offered within Student Services that provides knowledge, self-awareness, and skills of those working with Indigenous people.
   - coordinating the enrollment process and registering participants in to the training courses. Liaises with the Provincial Health Services Authority to purchase vouchers for training, manages participant lists, and oversees the operating budget for the training program.
   - identifying other cross-cultural competencies on campus and working collaboratively to encourage participation of the training program in all units of Student Services and support the development of future cultural competency training.

**IMPACT OF DECISION MAKING**

The Coordinator, Indigenous Cultural Programs is responsible for:
- determining the format and delivery of cultural programs, including the development and modification of the curriculum.
- coordinating the hiring, training and evaluation of instructors.
- managing budgets according to parameters agreed upon with the Director.
- determining if events are suitable for Elders and identifies which Elder will attend.
- decisions to ensure appropriate student support referrals for workshops are provided.
- decisions pertaining to the design, marketing, communication and scheduling of events, activities and programs.
- determining cultural programs, events and services for recommendation that will promote and support the successful transition, retention and academic success of Indigenous students at SFU (e.g. cultural cleansing of an Indigenous student’s residence, smudging to support a student during a difficult time supports academic success).
- decisions pertaining to a student’s situation based on a thorough understanding of the relevant policies and/or regulations applicable to the situation.
- decisions based on assessments of students’ emotional state. Certain cases will require referral to Health and Counselling Services and Career Services.

**RELATIONSHIPS**

Establishes and maintains relationships with peers and contacts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.

**QUALIFICATIONS**

Bachelor’s degree in Arts or Education and three years of related experience designing and managing Indigenous support programs and services at a post-secondary institution, or an equivalent combination of education, training, and experience.
Excellent knowledge of Indigenous secondary and post-secondary education issues.
Excellent knowledge of Indigenous cultures and traditions.

Initial Effective Date: 2017/11/20
Latest Revision Date:
Excellent knowledge of best practices in program development, implementation, evaluation and course development and delivery.
Excellent knowledge of communication, promotion, and marketing principles, practices and strategies using print and electronic media, including social media applications.
Excellent knowledge of website development, content management systems, social media dashboards, and web analytics tools (i.e. Google Analytics).
Good knowledge of administrative processes, systems, principles and practices in a post-secondary educational environment.
Excellent planning, organizational, research, multi-tasking, analytical, problem-solving and conflict management skills.
Excellent interpersonal and communication skills (oral, written, presentation)
Excellent budget administration and human resource management skills.
Excellent event planning and management skills.
Ability to establish and maintain effective working relationships with students, faculty, staff, administrators and community partners to balance the multiple interests of the Indigenous community.
Ability to exercise cultural sensitivity when dealing with members of the Indigenous community.
Ability to develop and facilitate student-related initiatives/programs/events, and training sessions, and to work with students in a leadership and/or coaching capacity
Ability to interpret and apply policies.
Ability to make sound judgments and careful evaluations of alternatives in the absence of specific policies.
Ability to handle confidential and sensitive information with discretion, maintain strict confidentiality and exercise initiative, diplomacy, tact and mature judgment.
Ability to draft procedures and reports.
Ability to arrange suitable transportation to various work locations.
Proficient in the use of standard office applications, desktop publishing and web development applications, and enterprise level information systems (e.g., MS Office, PeopleSoft, Adobe Creative Suite, Dreamweaver).