Invites applications for the following position(s):

**COMPETITION NUMBER: 694**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**COORDINATOR, INDIGENOUS CULTURAL PROGRAMS, GRADE 8**

**INDIGENOUS STUDENT CENTRE**

**POSITION NUMBER: 120380**

**POSITION OUTLINE:**

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.

**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.
- 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).

**SALARY RANGE:** $59,050 to $70,517 per annum

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #694** must be received in our office by **4:30 pm on November 27, 2017**, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)