A. IDENTIFICATION

Position Title: Coordinator, Indigenous Graduate Student Programs

Department: Office of Graduate Studies and Postdoctoral Fellows

Position Reports To (Title): Associate Dean, Students

Date: July 7, 2014

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

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; provides advice and guidance to department and faculty representatives and the Office of Graduate Studies by assisting in the development of culturally relevant series and programs to support Indigenous programs. The incumbent participates in the planning of the communication strategies, the development and maintenance of web and print communication material and advocates on behalf of Indigenous graduate students within the SFU community and with external stakeholders, as needed.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done. Indicate in the right hand column the percentage of time spent on each particular task.

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Advising 30%

Develops individual and group advisory services and sessions for all University campuses and coordinates information sessions for the Indigenous graduate student population. Supports indigenous graduate students academically, socially and culturally as they make the transition at SFU and refers students to appropriate resources. Provides outreach services to graduate students at other campuses.

In collaboration with the Office of Aboriginal People, the Indigenous Student Centre and the Coordinator, Postdoctoral Fellows and Professional Development, creates enhanced and dedicated advising services for graduate students by 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.

Programming 30%

Collaborates cross-functionally with Office of Graduate Studies, Office of Aboriginal People, the Indigenous Student Centre, the Research Commons and department and faculty representatives to develop, market, plan and coordinate programs and materials to support Indigenous graduate students (including reading groups, seminar series, workshops, Elder programming, conferences and symposia).

In conjunction with the Associate Dean, Students, participates in the development plan for the
Indigenous population that is consistent with the Dean of Graduate Studies strategic vision and encompasses the execution of comprehensive strategies to build and strengthen Indigenous relations, reflects an in-depth assessment and understanding of key Indigenous issues.

Compiles research information from a variety of sources including community outreach and consultation relevant to the development and design of all programs.

Establishes learning outcomes for programs and prepares by developing, implementing, and managing both 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.

Harnesses and adapts existing SFU programs and resources to meet the needs of Indigenous graduate students.

Develops and provides leadership within a peer-mentorship program for Indigenous graduate students.

Collaborates with the Coordinator, Postdoctoral Fellows and Professional Development Programs to assess existing professional development opportunities from an indigenous perspective. Determines the nature of revisions or alternate programming required to meet Indigenous graduate student needs.

**Communication and Liaison 35%**

Works with the Communications Office, Associate Dean, Students, the Office of Aboriginal People, and the Indigenous Student Centre on communication strategies, including the creation of appropriate and relevant web communications and marketing materials to inform, guide and support prospective and current Indigenous students, alumni, and the community at large.

Works with the Associate Dean, Students to develop and implement Indigenous recruitment and retention strategies

Participates in the creation of targeted on-line student surveys, collects comprehensive data on Indigenous graduate student satisfaction regarding all aspects of their SFU experience by creating, distributing and analyzing surveys and by conducting focus groups to inform and enhance the graduate Indigenous student experience and improve graduate student academic success.

Compiles data and performs statistical analyses of advising, programming and outreach activities to direct future student development programming initiatives.

Coordinates and conducts an environmental scan of resources available to Indigenous students at SFU and resources available at other institutions.

Assesses and makes 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.

Develops and implements activities and events to encourage Indigenous and university community spirit building.

Liaises with provincial, national and transnational communities of Indigenous scholarship by attending conferences and networking with colleagues about Indigenous issues.

Liaises and assists with the organization of provincial, local and SFU-oriented Support Aboriginal Graduate Enhancement [SAGE] programming

**Supervising 5%**

Supervises temporary staff by allocating/prioritizing work assignments, providing orientation/training, and evaluating performance.
D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Provides accurate advice and referrals to Indigenous students.

Receives input on and assesses the needs of the Indigenous graduate student population at SFU to determine what kind of program is needed.

How best to market events and activities to engage with the Indigenous community.

Strategies to improve Indigenous graduate student retention.

Makes decisions regarding temporary staff hiring, planning, and work responsibilities, performance evaluation and corrective action etc.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

The Coordinator apprises the Associate Dean, Students of problems with a sensitive nature, financial and educational problems, student problems, and actions/decisions involving a need for serious corrective actions.

E. SUPERVISION EXERCISED

Indicate the number of continuing employees for whom the position is responsible.

Number of continuing employees reporting directly to the position: 0*

Total number of continuing employees for whom the position has direct responsibility: 0*

* NOTE: The incumbent oversees the activities of co-op students, research assistants or other contract staff working on Department of Graduate Studies projects associated with Indigenous students and programs.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

This position is primarily self-directed and retains significant autonomy in day-to-day task completion, priority setting, and the context of known deadlines.

The incumbent works under the general direction of the Associate Dean, Students and meets with them regularly to discuss program activities and identify opportunities for development.

G. UNUSUAL WORKING CONDITIONS

The incumbent may be required to work outside of normal office hours on weekends, early mornings or in the evenings, particularly in the case of deadlines.

This position is based at SFU Burnaby, however, travel to the SFU Vancouver and SFU Surrey campuses may be required.
H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree 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 organizational, problem-solving, interpersonal, communication (oral and written), and presentation skills. Ability to use graphic design tools such as Adobe Photoshop, Illustrator, InDesign and Acrobat Pro. 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. Microsoft Word, Access, Excel, Javascript, HTML, CQ5).

Ability to exercise mature judgment, initiative, diplomacy and tact.

Excellent supervisory skills.

Excellent leadership, teamwork, mentorship and group facilitation skills

Excellent knowledge of Indigenous educational issues, history and opportunities.

Ability to exercise cultural sensitivity when dealing with members of Indigenous communities.

Ability to establish and maintain effective working relationships with Indigenous community representatives.

Good research, marketing and promotion skills.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.

- Associate Dean, Students
  - Coordinator, Indigenous Graduate Student Programs