



Indigenous Advisor



The Centre for Indigenous Education & Community Connections

Job Posting: U17-142 **Closing Date:** September 14, 2017
Position Type: Part-time/Term **Location:** Lansdowne/Interurban Campus
Start Date: September 18, 2017 **End Date:** April 20, 2018
Schedule: September 18 – December 18, 2017:
Monday & Tuesday 8:30am - 4:30pm; Wednesday 8:30am – 4:15pm (20.75 hrs/week)
December 19, 2017 – April 20, 2018
Monday & Tuesday 8:30am – 3:30pm (12 hrs/week)
Salary: Pay Grade 11; \$26.49 to \$28.25 per hour.
Replaces: W. McDonald/M. Louie

Indigenous Education and Community Connections seeks applications from qualified candidates with an understanding of BC Indigenous educational issues, the particular needs of Indigenous students, and Indigenous organizations. We invite applicants of Indigenous ancestry to self-declare their ancestry on their cover letter.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Under the direction of the Assistant to the Director and the Department Director of Indigenous Education & Community Connections, this position provides Indigenous¹ students and prospective Indigenous students with information regarding the College's programs and courses. The Indigenous Advisor will focus on services that aid new and current Indigenous students in the development of education plans that meet their educational and career goals. The Indigenous Advisor assists in identifying and reducing or eliminating barriers to participation in post-secondary education, eg: daycare, financial aid and band funding. While participating in student recruitment, the Advisor works collaboratively with School staff and faculty to promote student success; improve retention, minimize attrition and build community relationships. The Advisor may be required to travel between campuses and partner sites.

TYPICAL DUTIES

Assists new and current students with academic choices and educational planning

- Helps students prepare educational plans that are appropriate, realistic and consistent with their educational and career goals, e.g. personal learning planning;

¹ Camosun College considers any student who is a descendent of the indigenous peoples of what is now called North America to be an Indigenous student. This includes status and non-status Indians, Metis, Inuit and Native Americans living in Canada.

- Assists students explore career resources, promotes the use of advising and career exploration tools, advises students of transfer credit options and refers to counsellors as appropriate;
- Identifies the need for assessment testing and incorporates placement decisions into the preparation of educational plans including up-grading as appropriate;
- Disseminates registration information to potential Indigenous students on request.

Provides a high level of service to students

- Provides students with current accurate information about programs, courses and services provided by the College, other post-secondary institutions, and other agencies;
- Identifies students who may experience academic difficulty or with unique educational needs, and recommends appropriate actions or interventions;
- Recognizes problem behaviours such as anti-social behaviour, depression, test anxiety, post traumatic stress disorder, intergenerational trauma, etc and as appropriate refers such students to counselling, disability support or learning skills departments;
- Acts as student advocate by maintaining close liaison with faculty on student progress;
- In consultation with the Chair and School of Access Program Assistant, drafts content and updates for department and school specific publications, website and recruitment support material;
- Provides group orientation and self-help materials for students regarding college life, student services and information about other institutions.

Promotes student success by linking and communicating the objectives and priorities of Indigenous Education to Schools

- Provides Student Services and Schools' staff & faculty with information on Indigenous culture to enhance the student experience and to promote knowledge and awareness of the College's Indigenization Initiative;
- Provides assistance to Indigenous students to understand college culture and language in relation to the students' own Indigenous cultural expectations and their education; including active listening when debriefing about cultural or racialization issues;
- Enables students to explore Indigenous cultural identity issues by sharing information;
- Leads or participates in talking circles to support Indigenous students;
- Participates in activities or special events that support Indigenous cultural learning.

Recruitment and relationship building with other Indigenous service providers

- Liaises with Elders and other community-based cultural experts to provide student support;
- Liaises with external institutions regarding articulation and student advocacy matters;
- Recruits for all college programs with special emphasis on Indigenous programs;
- Builds and strengthens relationships with other Indigenous service providers and funders; and with secondary schools, agencies, Indigenous and non-Indigenous communities.

Provides financial support service to Indigenous students and potential students

- Provides information about Band funding and other forms of Indigenous funding; funding from local, regional and nation government sources; and about bursaries, scholarships and awards available to First Nations students;
- Assists students in accessing funding and refers to Financial Aid when appropriate;
- Assists in recipient selection for awards administered jointly by IECC and the College Foundation;
- Helps to maintain emergency supports for Indigenous students in crisis;

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- Processes sponsorship forms for Indigenous students.

Develops and maintains expertise needed to ensure a high level of service

- Maintains a thorough understanding of the College's current and planned programs and courses including credit, vocational, and continuing education;
- Provides interpretation of College policies and procedures that support admissions and registration, prerequisites, course transfer arrangements, and high school graduation requirements;
- Develops and maintains in depth knowledge of articulation.

Contributes to the development of a strong, efficient team and department

- Creates and maintains student files, statistics and other records as appropriate;
- Under the direction of the Assistant to the Director, participates in the orientation and training of Indigenous Advising and department staff;
- In collaboration with Chair and Department Director of IECC, reviews and recommends enhancements to technical supports, business processes and the development of annual timelines required to deliver quality services;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Bachelor's degree and three years of experience directly related to educational and career planning activities or an equivalent combination of education and experience. Knowledge and internalized understanding of Indigenous social and educational issues, resources, and community. Understanding of the cultural diversity among Indigenous people in Canada and the college catchment area. Knowledge of culturally appropriate ways of working with local Indigenous. Strong interpersonal, intercultural, and group communication skills. Commitment to working within a team. Familiarity with Camosun College programs, services and procedures. Familiarity with programs available within the British Columbia post-secondary system. Ability to use MS Word and Outlook.

PLUS

- Excellent human relations skills such as effective listening and the ability to manage persons experiencing trauma including an awareness of interventions or supports to positively impact student success;
- Excellent problem-solving skills and the ability to take responsibility and make independent decisions that support the interests of students and the College;
- Proven ability to handle enquiries from students, the public and external agencies with respect, confidence and tact.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

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