

Job Description Posting

(For Positions in CAW Local 555, Unit 1)

The content of the Job Description Posting is set and is aligned with the Job Description. The Hiring Manager may add a brief description of the work unit or project, assets, and any additional information that is important for the applicants to know. A Recruit and Position Form and an electronic copy of the Job Description Posting must be submitted to the appropriate Human Resources Office to post a vacancy.

JD/TJD #	JD00777
Pay Grade:	5
Title:	Indigenous Recruitment and Liaison Officer
Unit/Project Description: <i>For Department use only.</i>	<p>Education Services requires an Indigenous Recruitment and Liaison Officer (IRLO) in the Indigenous Health Learning Lodge (IHLL). The IRLO plays a vital role in the recruitment and promotion of the Indigenous Students Health Science (ISHS) office and services for incoming and current Indigenous students in health sciences and has been designated Indigenous (Inuit/Métis /First Nations) specific. The IRLO will provide support to the Director in recruitment and liaison activities and engage in student outreach, relationship building and linkages, externally, between the IHLL office and Indigenous communities, and internally as an active member of the IHLL team and within the broader McMaster community.</p> <p>The IRLO will provide day-to-day support to the IHLL programs, services and students' activities; develop and revise and implement a recruitment and liaison strategy and work plan for the office; produce professional recruitment and promotional material such as reports, event flyers, posters, and IHLL brochures; and, will participate with ISHS team members to organize events such as the Come Explore Medicine/Health Sciences programs, lecture series, Medical School Entrance Interview workshops and health elective. The IRLO will establish links with appropriate Indigenous/non-Indigenous health para/professional organizations, community and academic organizations. The position reports to the Executive Director, Indigenous Health Learning Lodge (IHLL).</p>
Job Summary:	Responsible for providing program support as it pertains to Indigenous student recruitment and liaison activities. Engages in student outreach, relationship building and linkages between the University and Indigenous communities, and internally as an active member of the Indigenous Students Health Sciences team, and on campus within the University community.
Purpose and Key Functions:	<ul style="list-style-type: none"> • Provide input in developing, revising and implementing long-term and short-term targeted recruitment and liaison strategies. • Provide information to students regarding registration, course selection, time tables, orientation, housing, and available community services. • Participate in career fairs, conferences, and presentations in the surrounding Indigenous communities for the purpose of providing information and recruiting Indigenous students to the University. • Plan and coordinate a variety of events and activities such as recruitment fairs, workshops, and lecture series. • Establish strategic links with appropriate Indigenous and non- Indigenous community and academic organizations as it relates to the program's recruitment and liaison strategy and student needs. • Arrange meetings, tours, and visits from various groups including, but not limited

to, Indigenous counsellors, Indigenous high school students, college students, and education officers.

- Provide transition programming support to students to ensure the successful move to post-secondary studies.
- Provide day-to-day support to departmental programs, services and student activities.
- Assist in the development of promotional materials such as brochures, pamphlets, posters, and event flyers that provide information on program services available.
- Write a variety of documents such as correspondence and reports.
- Update and maintain information on websites and social networks.
- Develop and maintain a variety of spreadsheets and databases.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.

Requirements:

3-year Community College in a Health Sciences program or related field of study.
Requires 3 years of relevant experience.

Assets:

For Department use only.

Position Requirements:

- They are from one of the three constitutionally recognized Indigenous Peoples of Canada; operates within the principles of cultural safety; and is knowledgeable of Indigenous Peoples cultures.
- 1-3 years' experience working with Indigenous peoples in Canada
- Experience developing and maintaining meaningful relationships with youth & young adults
- Strong communication and public speaking skills.
- Working knowledge and understanding of university guidelines and protocols regarding privacy and confidentiality.
- Working knowledge or ability to learn and experience with recruitment strategies for post-secondary institutions
- Familiarity with Indigenous communities (local, provincial, and national).
- Superior communications, writing and liaison skills.
- Experience working with youth and in participating in activities and events.
- Experience planning and coordinating events and developing promotional materials.
- The ability to communicate in English is essential and a working knowledge of an Indigenous language is desirable.
- Experience updating and maintaining information on websites and social networks an asset
- Proven ability to build a solid professional network of contacts
- Experience developing and maintaining a variety of spreadsheets and databases, includes proficiency with Excel
- Strong organizational skills along with the ability to function with tight deadlines, changing priorities and the proven ability to manage several projects simultaneously while meeting deadlines.
- Proven ability to work with little supervision.
- Understanding of Indigenous health within health sciences education and Indigenous learner priorities will be considered an asset.

Vaccine Mandate:

The University is committed to providing and maintaining healthy and safe working and learning environments for all workers, students, volunteers and visitors. Effective October 18, 2021, all McMaster community members, including employees, accessing a McMaster campus or facility in person are required to be fully vaccinated or to have received an exemption from the University for a valid human rights ground. This is a term and condition of employment. As defined by the provincial government, people are considered fully vaccinated two weeks after their second dose in a 2-dose series. Vaccines approved by Health Canada or the World Health Organization will be recognized. The University will continue to follow the guidance of public health organizations to define fully vaccinated.

The vaccination requirement has been adopted as part of the University's efforts to keep our community safe, and based on the evidence which is demonstrating that vaccination is one of the most significant measures that can be taken to protect student, staff, faculty and community members. Further information is available at the following link: <https://covid19.mcmaster.ca/campus-health-safety/#tab-content-vaccination>. More information on the University's Health and Safety framework is available online at <https://hr.mcmaster.ca/resources/covid19/>.

Additional Information:

This position may require you to work outside of your regular work schedule including evenings and weekends to meet operational demands.

Access to reliable transportation is required, as certain parts of the year will require travel to surrounding communities for recruitment purposes.

We thank all who apply; however, only those selected for an interview will be contacted.

Please click on the link below to access the postings for external applicants; select Staff postings; and then select INDIGENOUS REC&LIAISON OFFICER– Job ID#39167 to review the details and to apply:

<https://hr.mcmaster.ca/careers/current-opportunities/>