



**TITLE:** Indigenous Student Support Specialist

**CAMPUS:** St. James Campus

**DIVISION:** Indigenous Initiatives

**STATUS:** Full Time Support

**SALARY:** \$35.39 - \$41.01 per hour (35 hours per week)

**EFFECTIVE DATE:** Immediately

**BAND:** I

#### Land Acknowledgement

*George Brown College is located on the traditional territory of the Mississaugas of the Credit First Nation and other Indigenous peoples who have lived here over time. We are grateful to share this land as treaty people who learn, work, and live in the community with each other.*

*At George Brown College, we have established a reputation for equipping our students with the skills, industry experience and credentials to pursue the careers of their choice. As employees, we are committed to creating an enriching learning community for our students, delivering excellence in what we do, holding ourselves accountable for our work and demonstrating diversity and respect for one another.*

#### What responsibilities will you have in this role?

- Participates and acts as a resource within the campus community for needs aligned with supporting student success and informing the campus community of aspects important in the understanding of Indigenous culture and knowledge.
- Supports Indigenous student recruitment and participate in the northern recruitment tour, and in local recruitment events and information fairs.
- Liaise with Indigenous students encouraging involvement and supporting their learning by working closely with other departments with a focus on outreach, access, transition, and academic support programs.
- Aids students with application processes; band funding; exploring career goals; accessing academic supports; and providing information and referrals on applicable resources, supports and opportunities at the College and in the community.
- Make Early Alert calls, document problems identified by students and staff, ensuring timely and accurate responses to requests.
- Works to identify and correct root causes of problems due to mix of highly integrated processes.
- Assist students with the application process for applying to school (OCAS, OSAP, Band funding) and financial needs such as awards, bursaries, and scholarship support.
- Coordinates all logistical planning of student services events.
- Plans and delivers cultural programming and organize events
- Plans and executes the IES graduation event yearly. Plans the pow wow and logistics yearly
- Represent IES and participates in larger college events and other divisional events such as on campus interactive learning days, information sessions, etc.
- Work with other areas of the College to support their student activities and events.
- Assists Knowledge and Wisdom Keeper with arranging class visits, student meetings, traditional teachings.
- Coordinates meetings via, zoom, Microsoft Teams and Blackboard Collaborate.
- Submits smudge policy for events and order food and materials for events.
- Provides administrative support to Indigenous Education Services.
- Coordinates the usage of all marketing and collateral materials including banners, brochures, and calendars.
- Acts as front-line customer service representative and contact for students, prospective students, staff, and public who approach the office in person or via other means of communication.
- Other related duties as assigned.

#### What qualifications do you need for this role?

**Candidate must be of Indigenous ancestry (i.e., Turtle Island – First Nations Status and non-Status, Métis or Inuit).**

- Three-year diploma/degree or equivalent from a recognized post-secondary institution in Social Sciences (Political Science, Sociology, History) or Marketing or Business Administration or Event Management or Human Resources is required.
- Must have specialized courses in Indigenous Studies.
- Minimum five years' experience delivering service and support to students in a post-secondary environment; with experience working with Indigenous (First Nations, Metis, or Inuit) communities/agencies.
- Knowledge of and experience working with Knowledge Keepers, and Elders is needed.
- At least three years of your experience should be in planning and managing events involving outside stakeholder groups ranging in size from 1 to 800 participants.
- Experience working in an office administrative role is an asset.
- Knowledge of Microsoft Office Suite.
- Must demonstrate excellent problem solving, conflict resolution, and team building skills; ability to be flexible and meet deadlines amongst changing priorities
- Ability to work independently and within a team. High attention to detail and accuracy.
- Excellent organizational, planning, coordinating and multi-tasking skills.
- Demonstrated commitment in delivering excellent service to others as this is key in supporting the success of our students and our College.
- Strong communication, collaboration, teamwork, and people skills.
- Effective ability to interact with others and deal with situations in ways that respect diverse backgrounds, experience, and styles.
- Flexibility in adapting to change and in participating in consultative decision-making processes.

**Hours of Work: 9:00 am – 5:00 pm.**

**Interview process may consist of a practical skills component.**

#### TO APPLY:

- If you are a George Brown College employee, go to <https://adsf.georgebrown.ca/adsf/ls/ldplnitiatedSignOn.aspx> to apply via our internal site.
- If you are an external candidate, go to [www.georgebrown.ca](http://www.georgebrown.ca) and click on the "Employment at George Brown" link or click on the 'apply' button to the left of the posted job to apply.

#### NOTES:

- Please ensure your resume highlights all relevant education, training and experience that are applicable to the minimum qualifications for this role.
- The College requires proof of degrees, credentials, or equivalencies from accredited regional or federal post secondary institutions and/or their international equivalents. Credentials may require validation at the time of interviews.
- First consideration will be provided to internal candidates in accordance with our Support Staff Collective Agreement.

**Closing: Open until filled**

**Competition: REQ 3998**

George Brown College is committed to creating and sustaining an equitable and inclusive learning and working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. George Brown College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources

representative responsible for the recruitment for this position will work with applicants requesting accommodation at any stage of the hiring process. Candidates who require accommodation in the interview process may contact [talentacquisition@georgebrown.ca](mailto:talentacquisition@georgebrown.ca) and all information received will be addressed confidentially.

As a unionized workplace, we support our internal employees by providing first consideration to qualified applications as set out in the Collective Agreement.

For information on George Brown College, please visit our website at [www.georgebrown.ca](http://www.georgebrown.ca)