Nipissing University POSITION DESCRIPTION

POSITION TITLE: Indigenous Student Engagement and Placement Coordinator

DEPARTMENT: Office of Indigenous Initiatives

CLASSIFICATION: Coordinator A

WAGE GRADE: WG 50

EMPLOYMENT STATUS: Full-Time Support

SUPERVISOR: Community Service Learning Officer

SUMMARY OF FUNCTIONS:

Reporting to the Community Service-Learning Officer, the Indigenous Student Engagement and Placement Coordinator supports programs serving First Nation, Métis, and Inuit students through the Biidaaban Community Service-Learning (BCSL) program. This includes coordinating student placements and fostering respectful, reciprocal partnerships with community partners, students, and faculty, guided by Indigenous worldviews and values.

The coordinator also contributes to the planning and delivery of cultural programming and events in collaboration with the Office of Indigenous Initiatives, including workshops, ceremonies, and campus-wide events such as the Welcome Powwow and graduation celebrations. Responsibilities include liaising with Elders and Knowledge Holders, coordinating logistics, and supporting culturally relevant programming that enhances student engagement and success.

The coordinator supports key goals outlined in the Indigenous Strategic Plan and the University's strategic plan. We welcome applications from First Nation, Métis, and Inuit candidates whose lived experiences strengthen culturally safe and welcoming learning spaces. Hours may vary based on departmental needs, with advance notice provided as per Article 22.02 of the collective agreement.

DUTIES AND RESPONSIBILITIES:

Biidaaban Community Service-Learning and Wiidooktaadwin Indigenous Mentorship Initiatives Programs (75%)

- Coordinate and implement a database for all student placements in Biidaaban Community Service-Learning (BCSL) program
- In consultation with CSL Officer, implement a recruitment plan for student participants in BCSL program on campus
- In consultation with CSL Officer, review and make recommendations on applications and interviews to determine BCSL placements
- Ensure required documentation such as Criminal Record Checks, Police Vulnerable Sector Checks, confidentiality agreements, are submitted and up to date
- In consultation with CSL Officer, coordinate training, debriefing sessions and program feedback
- Develop and monitor weekly program schedules for BCSL, including direct field support for the Biidaaban Youth Group and Biidaaban Academic Support Program
- Address student placement issues in ways that are timely, and supportive of diverse student experiences
- Coordinate transportation logistics for BCSL programs
- Organize and collect student evaluations and weekly data reports

- In support of the CSL Officer, visit placement students while in community and engage with Indigenous youth when on site in support of BCSL programs
- Assist the CSL Officer in preparation of Memorandums of Understanding
- Be the first point of contact for BCSL program inquiries from students
- Coordinate all logistical planning for program-led special events and initiatives related to the BCSL program

Events & Cultural Coordination Support **(25%)**

- Collaborate with the Office of Indigenous Initiatives team to support the planning and delivery of cultural programming, including seasonal events, workshops, and ceremonies that reflect Indigenous worldviews and practices
- Assist with the coordination of campus-wide Indigenous events such as the Welcome Powwow, graduation celebrations, and the Aasgaabwitwaadwin Indigenous Leadership Conference
- Liaise with Elders, Knowledge Holders, and community partners to support culturally grounded learning experiences and ensure respectful engagement
- Provide logistical support for events, including venue booking, transportation coordination, catering, materials preparation, and volunteer coordination
- Support the development and distribution of promotional materials for events and initiatives through the OII website, social media, and print
- Capture and archive photo and video documentation of events, ensuring proper release forms are collected and stored
- Assist with budget tracking and reporting related to cultural programming and events
- Maintain and update event information and calendars on the OII website and internal platforms
- Contribute to the development of culturally relevant programming that enhances student engagement and supports Indigenous student success
- Support the respectful care and handling of sacred items and cultural materials used in programming

Any other tasks assigned

QUALIFICATIONS:

Education: Undergraduate degree in a human-services discipline

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- One to three years of practical experience
- Experience working alongside Indigenous students, communities, and/or organizations in ways that are community-driven, relational, and rooted in cultural and land-based practices
- Lived experience engaging and supporting Indigenous students, communities and/or organizations
- Experience in marketing, promotions and communications
- Experience with program and project development and maintenance
- Ontario Driver's License and access to a vehicle is an asset
- Strong working knowledge of the distinct and diverse cultures, histories, and worldviews of First Nation, Métis, and Inuit communities
- Strong working knowledge of computer and software applications
- Strong ability to coordinate schedules, people and arrangements for placements
- Ability to draw on lived knowledge and experiences to engage with First Nation, Métis, and Inuit students, youth,

communities, and organizations

- Excellent interpersonal skills, written and oral communication skills
- Experience working collaboratively in a team and independently, with accountability to program goals and community relationships
- Excellent knowledge of confidentiality procedures and ability to protect and maintain confidentiality of verbal and written communications
- Capacity to work with care, respect, and effectiveness in environments that require timely support for students
- Excellent organization, priority and time management skills
- Working knowledge of post-secondary education
- Working knowledge of O365, MS Teams, Zoom

RELATIONSHIPS/CONTACTS:

Supervised by: Community Service Learning Officer

Internal Contacts: Students, staff, and faculty

External Contacts:

- School boards
- Schools, First Nation Communities
- Indigenous organizations
- Funder(s)
- Media (radio, newspapers, magazines)
- Prospective partners, Parents, family members and supporters of youth involved in programs

MATERIALS UTILIZED:

- General Office equipment
- Electronic video equipment, video camera, video-editing software, digital camera
- Microsoft Office Suite (Word, Publisher, Excel, PowerPoint)
- WebAdvisor, Datatel, SL Pro

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Routine physical activity most of the time, including a mix of standing, sitting, walking and light lifting
- Some visual, listening and mental concentration
- Shared office space
- Conflicting deadlines
- Flexible work schedule, some evenings and weekend work may be required occasionally to accommodate the needs of department on occasion

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and responsibilities are, and I will carry out all of my responsibilities as herein described.

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Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date