

Indigenous Learning Advisor

Department:	Indigenous Services	Competition #:	23-SS-04
Campus:	Windsor & Chatham	Classification:	Support Staff
Posting Type:	Internal/External	Payband:	G
Status:	Full-Time	Hourly Rate:	\$30.87 – \$35.77
Position Testing:	Yes	Hours Per Week:	35 hours Monday to Friday, 8:00am-4:00pm
Clerical Testing:	No		
Start Date:	As soon as possible	Closing Date:	Friday, January 27, 2023 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY

The Indigenous Learner Advisor provides a strengthened model of student support by fostering student connections - both to individuals and to service areas, as well as the development and implementation of planned activities for First Nation, Metis and Inuit populations. The incumbent plays a critical role in supporting FNMI students by bringing awareness to the opportunities for students to develop connections as well as become engaged and focused in pursuit of their educational goals at St. Clair College. The Indigenous Learner Advisor provides support geared specifically to First Nation, Métis and Inuit (Indigenous) students at South, Downtown and Thames campuses and the staff and faculty that work with them by assisting them in learning and applying useful and suitable strategies and technical aids. The incumbent provides academic and learning guidance and provides information regarding additional programs and services available within the college and in the broader community.

CORE DUTIES & RESPONSIBILITIES

Initiatives

35%

Develop and implement initiatives geared toward supporting First Nation, Metis and Inuit students in an effort to reduce attrition, with a focus on at-risk students and to approach with identified objectives and measurable outcomes. One such initiative is creating an outreach program/response plan whereby students are directly contacted as a proactive measure against attrition or as a reactive measure at key dates (e.g.: mid-year assessment; orientation; etc.). Another ongoing initiative is fostering a welcoming Indigenous presence and sense of community for FNMI students.

Strategizing

20%

Collaborating with key stakeholders within the institution and assimilating new strategies with existing services while simultaneously planning for sustainability, including producing recommendations for improvements. Researches new methods and best practices of addressing attrition, strengthening student engagement and how to best prepare students to reach their goals; Liaises with external stakeholders and community organizations to keep informed of services available and to provide information on college services including developing and nurturing partnerships with Indigenous communities and agencies; Propose and develop, in conjunction with appropriate College departments, Indigenous student recruitment and support strategies and participate in ensuring implementation.

Promotion

15%

Development, enhancement and promotion of Indigenous services and supports through various mediums including social media, and implementation of sessions about topics such as transition, success strategies, targeted orientations, and workshops to support financial planning and assistance, for example, as well as student engagement activities and resources. Creates opportunities for group and individual meetings with students to share information, answer questions or facilitate a concern. The Indigenous Learner Advisor will provide objective information that will assist students in making an informed decisions including providing referrals and act as a liaison to appropriate internal faculty or staff or external referrals to ensure culturally appropriate services and resources are provided.

Reporting

15%

Develops reports, collects and maintains detailed data and reports, both qualitative and quantitative, pertaining to, for example: activities, objectives, recommendations, variables, results, solicited feedback, evaluation, etc. Regularly submits reports and recommendations based on data analyzed.

Events

10%

Assist with planning and implementing cultural events and other activities that support the recruitment, orientation, transition, integration, education and retention of FNMI students and promote cultural sensitivity and perspectives within the College including the recognition of differences in Indigenous culture and heritage among First Nation, Métis and Inuit peoples in cooperation with the Indigenous Counselor.

Other Duties as Assigned (includes attending and contributing to staff meetings)

5%

MINIMUM QUALIFICATIONS

EDUCATION

The ideal candidate must possess a minimum of a 3-year degree/diploma in Education, Human Services, Psychology, or equivalent.

EXPERIENCE

The ideal candidate must possess a minimum of 3 years' experience in an academic environment, or equivalent. Knowledge of post-secondary programs, services, and policies is essential. Due to the requirements of the funding, preference will be given to Indigenous candidates.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

ANALYSIS & PROBLEM SOLVING

- Student academic concerns.
- Students who are at risk in academic program.

PLANNING/COORDINATING

- Coordinating and/or promoting workshops for students.
- Class visits.
- Faculty visits/various department visits/coordinator meetings/staff meetings.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system:

<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

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