

Job Offer

Job Title : Indigenous Student Advisor (Second Posting) (Extension)

Reference number : PSP-21-22-2420

Job Category (Job Alert) : Education and Pedagogy

Department : Services for Students

Services : Student Services

Immediate Supervisor's Name : Mireille Béland

Position Status : Full-time Specific Project

Length of the contract : Until June 30, 2022

Work Location : Vanier College

Work Schedule : Mon - Fri, 9:00 a.m. - 5:00 p.m. (35 hrs/week)

External Posting Start Date : 2021-11-01

External Posting End Date and Time : 2021-11-14 19:30

Salary Scale : \$44,671 - \$74,842

Expected Start Date : 2021-12-06

Vanier College is an English-language public college with more than 6000 daytime students from over 90 different nationalities. We have a thriving Continuing Education division that provides services to adult learners, international students as well as to community and corporate clients. Vanier has approximately 1000 employees and offers a stimulating work environment and a beautiful green campus. Our dynamic faculty and staff enjoy numerous benefits including an employee assistance program, employee fitness programs, professional development, daycare, educational fee waivers as well as music concerts and other activities.

Our institution is committed to ensuring representation in its community; consequently, Vanier College welcomes applications from members of visible minorities, ethnic minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The institution maintains its commitment to excellence in Education and recognizes that increasing the diversity of its staff supports this objective.

We offer a remarkable range of job opportunities so we invite you to navigate our job postings and apply so that you too can become a proud member of the Vanier College Community.

Description :

Reporting to the Student Life Coordinator, the Indigenous Student Advisor performs tasks related to the integration and support of the Indigenous student population at the College. The Indigenous Student Advisor supports and assists in tasks related to the various programs at the College and activities related to the A'nówa:ra Student Center.

More specifically, but not limited to, the Indigenous Center Assistant:

- Oversees the daily operations of the Indigenous Student Center;
 - Recruits students and promotes all College programs such as regular Day Division and Continuing Education (including AECs and RAC);
 - Provides necessary resources, advice and support to Indigenous students, including on and off campus resources;
 - Plans and organizes social and cultural activities for Indigenous students on campus and potentially with other colleges to help students connect and build a network of support;
 - Trains and oversees the work of the Indigenous student mentors and supports their initiatives;
 - Contributes to and supports the CIGan Indigenous Education Protocol and work plan;
 - Organizes indigenization initiatives for students on campus such as outreach, guest speakers, events and projects;
 - Advises staff on other College initiatives, training and projects of Indigenous content and/or in Indigenous Communities (Academic);
 - Connects regularly with Indigenous students and oversees their IEP;
 - Organizes campus visits and tours as needed;
 - Develops and maintains documentation related to the Indigenous Center;
 - Acts as a liaison person for the local education centers;
 - Acts as a liaison with external partners and Indigenous communities;
 - Represents Vanier at the Inter-collegiate Decolonization Network (IDN);
 - Oversees the Accueil et Intégration des Communauté Autochtones grant which includes the application, follow-ups o
- report;
- Oversees the Indigenous webpage, publicity and marketing for the center;
 - Processes contracts, work orders and purchases for related activities.



Other related tasks which fall within the scope of the classification of this position may be assigned.

Schedule: Monday to Friday, 9:00 a.m. – 5:00 p.m. (35 hours per week)

Classification: Conseiller ou conseillère à la vie étudiante (Student Life Counsellor)

Contract: A.S.A.P. until June 30, 2022

Requirements :

Qualifications:

- Undergraduate degree in education, social sciences, social work or in any other appropriate field of specialization.

Conditions related to the specific position:

- Expertise in Indigenous communities and First Nations students;
- Strong interpersonal communication skills; and an excellent ability to work as a team;
- Very good sense of initiative, autonomy and mobilizing leadership;
- Very good group animation ability;
- Very good ability to adapt and prioritize the tasks to be performed;
- Excellent organizational skills;
- Good ability to listen and empathise;
- Proven ability to work with young adults;
- Very good skills to work in a changing and diverse environment;
- Good knowledge of the College environment, an asset;
- Strong English oral and written competencies (to be tested);
- Functional French oral and written competencies, an asset;
- First nations language, an asset;
- Basic knowledge of Microsoft Word, Excel & PowerPoint (to be tested).

Comments :

If your work experience has changed since your last visit, please be sure to attach a new resume.

Note that a cover letter is mandatory, please be sure to attach yours.

If you are applying on a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to go update your file by attaching your CV in order for your application to be considered.

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

