University Students’ Council – Position Description

Position Title: Indigenous Students Connection Coordinator
Supervisor: Vice President Student Support & Programming
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week, 10-15 hours during peak time
Term: August 1st – April 30th

OVERVIEW:
The Indigenous Students Connection Coordinator role is expected to address relevant Indigenous issues, as well as create and promote Indigenous programming on campus. This role will work with campus stakeholders, relevant student groups, and the Indigenous Student Centre to create programming for Indigenous Awareness week and plan relevant awareness campaigns. The role will also work with the Indigenous Students’ Association to support the planning of their annual Pow Wow. This role is expected to use both research and lived experience to centralize Indigenous perspectives in USC programming.

DUTIES AND RESPONSIBILITIES:

- With the support of a leadership team, develop campaigns, programs, and initiatives aimed at: educating students about pertinent issues related to colonization and decolonization; fostering community amongst Indigenous students on campus; combating prejudice; promoting decolonization and allyship; and raising awareness about Indigenous cultures and customs with a focus on equity, diversity, and inclusion.

- Organize and execute at least two events per semester, including programming throughout Indigenous Awareness Week.

- Support the Indigenous Students Association in the organization of the annual Pow Wow. Consult with the VP Student Support & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.

- In collaboration and consultation with the VP Student Support & Programming and VP University Affairs, work to build and maintain relationships with relevant departments of the University including: the Indigenous Student Centre; Indigenous Initiatives; the Office of the AVP EDI; Housing and Ancillary Services; Indigenous Students’ Association; Equity and Human Rights Services; and other appropriate organizations within the University community. Maintain an active working relationship with the VP Student Support & Programming and AVP Peer Programs.

- Responsible for the recruitment, selection and management of a leadership team.
● Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.

● Adhere to USC bylaws, policies and procedures.

● Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.

● Complete an interim and final report in compliance with the USC’s Final Reports Procedure.

● Asks for help with projects and tasks where needed.

● All USC Coordinators are encouraged to promote each other’s events. This will ultimately benefit everyone in their efforts to promote their initiatives.

● Sit on working groups and committees at the request of the VP Student Support & Programming.

● Consult and support the work of the Peer Support Network.

● Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

● All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.

● A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

● Lived Experience: Critical to the position of Indigenous Students Connection Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.

● Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.

● Interpersonal Communication: The Indigenous Students Connection Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

● Project Management: The Indigenous Students Connection Coordinator will act as project manager for all the projects incumbent upon the Indigenous Students Connection leadership team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Students Connection Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- Group Facilitation: In leading the Executive Committee, the Indigenous Students Connection Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- Strong research and written communication skills is an asset.
- It is necessary for Indigenous Students Connection Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

**TRAINING:**

- Indigenous Students Connection Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.

- Indigenous Students Connection Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.