



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Indigenous Relations Coordinator</b>
<b>Supervisor:</b>	Vice President Student Engagement
<b>Remuneration:</b>	\$19.50/hour
<b>Hours of Work:</b>	5-10 hours per week average
<b>Term:</b>	September 1 – April 30
<b>Virtual Training:</b>	Must be available Thursday, August 13th 5-7pm

### **OVERVIEW:**

The Indigenous Relations Coordinator role is expected to address relevant Indigenous issues, support and promote existing Indigenous programming on campus, and look to create new Indigenous initiatives where applicable. This role will work with campus stakeholders such as the Indigenous Students' Association, the Wampum Learning Lodge, the Office of Indigenous Initiatives, and more. This position will help support the planning of the annual Pow Wow, River Fest, support Indigenous Orientation, and plan relevant awareness campaigns. While this position is not advocacy-driven, it plays a key role in fostering collaboration and strengthening connections between various stakeholders and the University Students' Council.

### **DUTIES AND RESPONSIBILITIES:**

- Act as a liaison to connect Indigenous Students to the University Students' Council.
- Collaborate with the Indigenous Students' Association and Office of Indigenous Initiatives to support and bring awareness to Indigenous programming and resources.
- Aid in the organization of the annual Pow Wow.
- Sit as a member of the Indigenous Postsecondary Education Council. This is an external council that meets in-person quarterly in the surrounding Indigenous communities of the London area. Dates to be determined.
- Work with the Vice President Student Engagement and the AVP Student Engagement to identify issues and analyze Indigenous-focused data regarding on-campus.
- Routinely meet with the Indigenous Students' Association, Office of Indigenous Initiatives, and other relevant stakeholders to hear updates and discuss current matters pertaining to Indigenous students
- Support the Office of Indigenous Initiatives in the process of planning and facilitating Indigenous orientation.

### **QUALIFICATIONS:**

- An Indigenous candidate is preferred for this role.
- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- 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 Relations Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Strong interpersonal communication skills and flexibility

## **TRAINING:**

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Engagement and the USC People and Development Department.
- All Coordinators will be expected to attend mandatory EDI and Health and Safety training conducted at the beginning of their term.
- The Indigenous Relations Coordinator will be required to start training in the second last week of August to be equipped to help support Indigenous orientation.