

Posting 27822
PEA
Coordinator, Indigenous Student Support
Student Services/SG7
[Office of Indigenous Affairs](#)
Temporary from August 29, 2011 - March 31, 2012
\$45,359.00 - \$51,053.00 per annum

The Coordinator of Indigenous Student Support will participate in the development and delivery of both on-campus and off-campus activities such as Indigenous campus tours, the Indigenous Recognition Ceremony, the Indigenous Week of Welcome, the Indigenous Mini-University Summer Camp, the Indigenous Adult Orientation, INAF Regional Sessions and community-based information events; have moderate responsibility for financial and material resources which includes making budget recommendations and maintaining project specific budgets; direct and guide current Indigenous students through the services and facilities at UVic; plan, develop and participate in outreach programs which may include special market segments; effective delivery of presentations to a variety of audiences, including secondary school students, parents and counsellors in urban and rural locations, adult education students and staff, band counsellors, internal staff, faculty and students; participate in the development and delivery of strategic and effective communications including electronic based and print based information, publications and promotional materials (e.g., the INAF Newsletter, maintaining the INAF website)

The successful candidate will have a Bachelor's Degree and experience working directly with Indigenous communities and/or organizations, or have an equivalent combination of education, training and experience. Additionally, the successful candidate will have demonstrated organization and coordination experience; strong written and oral communication skills; technical writing experience (reports and summaries); ability to multi-task and allocate time effectively; ability to work well independently and within a close team environment; ability to work efficiently, set priorities, meet deadlines and maintain focus while under pressure and dealing with constant interruptions; ability to maintain focus while under pressure and dealing with constant interruptions; ability to exercise high level of tact, discretion, good judgement, initiative and diplomacy regarding cultural, sensitive and confidential matters; must be familiar with the University of Victoria. Experience with and knowledge of appropriate protocol with Indigenous communities strongly desired; must have valid BC driver's license.

Some overnight and local travel will be required.

This posting is open until **4:30 pm, August 02, 2011**

In accordance with the University's Equity Plan and pursuant to Section 42 of the BC Human Rights Code, the selection will be limited to members of the following designated group(s). Candidates from the group(s) are encouraged to self-identify.

Aboriginal Peoples Aboriginal Peoples

Position #: 993974

NOC code: