#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Indigenous Community & Student Engagement Assistant

**Job Number:** A-472 | VIP: 1919

**Band:** OPSEU- 6

**Department:** First Peoples House of Learning / Student Affairs Durham

**Supervisor Title:** Director, First Peoples House of Learning / Director, Student Affairs Durham

**Last Reviewed:**  June 12, 2023

#### **Job Purpose:**

The scope of the responsibilities follows the lifecycle of an Indigenous Trent Durham student from acceptance to graduation. Reporting jointly to the Director of the First Peoples House of Learning and the Director of Student Affairs at Durham Campus, the Trent Durham Indigenous Community & Student Engagement Assistant (TDICSEA) supports student success, retention, and wellness through delivering meaningful, engaging, and culturally appropriate programming. The position supports all areas of the FPHL, with a focus on Trent Durham students. Working as part of the FPHL team, this position will have a key role in developing a calendar of workshops and events for Indigenous students, led by the Indigenous Student Success Coordinator, Cultural Advisor, and Indigenous Access & Mentorship Coordinator as well as on and off-campus partners. The TDICSEA will refer Indigenous students for academic, cultural and spiritual support necessary to maintain their health and wellbeing.

The position will also work with the broader Durham region community to create opportunities for learning and dialogue to support Indigenous students and to achieve Trent’s TRC calls to action. The position provides cross-cultural communication expertise to Trent Durham campus. They will facilitate regular communication and collaboration with Durham Student Affairs, other campus departments, as well as external partners.

#### Key Activities:

Key programming includes but is not limited to: budget workshops, NTRD, National Aboriginal Day, MMIW, Early Move-In Day, Elders &amp; Traditional Peoples Gathering, Trent Durham Orientation (fall & winter), fall and winter term celebrations, Open Houses, cultural ceremonies.

* Assist with the coordination of advisory circles for FPHL educational programming for women and two-spirit people.
* Support in the cultural awareness training for Durham region.
* Support FPHL activities and events as needed for Peterborough and Durham campuses.
* Provide FPHL administrative support for Peterborough and Durham campuses.
* Strengthen the relationship between Trent Durham and local First Nations, Metis and Inuit communities.
* Communicate regularly with relevant student groups such as TDSA and TISA
* Represent FPHL on relevant committees to ensure that Indigenous students’ needs are reflected in cross-campus planning.
* Other duties as assigned.

#### Education Required:

* Honours Bachelor’s Degree (4 year).

#### Experience/Qualifications Required:

* Two (2) years of related experience.
* Excellent organizational skills.
* Ability to communicate effectively.
* Demonstrated written and verbal communication skills.
* Ability to work cooperatively in a variety of settings.
* Must be available to work some evenings and weekends as required (Early Move-In takes place on Labour Day weekend and in early January).
* Demonstrated proficiency with MS Office suite of programs (Word, Excel, PowerPoint), as well as web-based communications and social networking tools.
* Proven ability to work on multiple tasks and determine priorities in a busy, fast growing, multi-campus environment.
* Proven ability to work effectively in a diverse team environment.
* Ability to motivate volunteers.

#### Supervision:

* Supervise and direct the activities of student employees