

LOYALIST Of Applied Arts COLLEGE & Technology

We seek outstanding individuals to join Loyalist College. Become a part of our diverse environment while creating brighter futures, greater prospects and endless possibilities!

TITLE:	Indigenous Recruitment and Relationship Support Worker	POSITION:	Full-Time Support
LOCATION:	Main Campus, Belleville ON	HOURS:	35 hrs/week
DEPARTMENT:	Indigenous Resource Centre	COMPENSATION:	\$30.56
POSTING DATE:	August 29, 2022	START DATE:	A.S.A.P.
CLOSING DATE:	Open until filled	COMPETITION #:	SUP22-30R

Loyalist College is located on the territory of the Huron-Wendat, the Anishinaabeg, and the Haudenosaunee people. We acknowledge our shared obligation to respect, honour, and sustain these lands and the natural resources contained within.

Loyalist College is Ontario's Destination College – empowering students, faculty, staff, and partners through experiential, industry focused, cluster-based education, training, and applied research programs. Located on more than 200 acres in the beautiful Bay of Quinte region, the College is perfectly positioned between Toronto, Ottawa, and Montreal. Loyalist College is a close-knit community where students and their success come first. Loyalist provides personalized attention in small classes, rewarding field placements, and superior student services. Its Belleville, Bancroft, and Toronto campuses and Port Hope satellite location support programs and services for more than 6,000 full-time and 8,000 part-time students each year

INDIGENOUS RECRUITMENT AND RELATIONSHIP SUPPORT WORKER

Reporting to the Director, Indigenous Services, the Indigenous Recruitment and Relationship Support Worker participates in relationship building with prospective Indigenous students, families, and communities. The incumbent will act as a representative of the Loyalist College community both on- and off-site. They will work with a range of adult and student audiences and provide advice to members of community, educators, parents, guidance counsellors, and

prospective student groups about academic programs and services at Loyalist College. The Indigenous Recruitment and Relationship Support Worker's goal is to maximize applications and registrations and promote retention of students through a holistic approach to student success.

The incumbent requires a thorough understanding of Indigenous knowledge from the Anishinaabe and Haudenosaunee nations. Knowledge from other nations considered an asset. The incumbent requires a thorough and detailed knowledge of Loyalist College, all post-secondary programs and other specialized programs and services offered by the college in order to effectively advise prospective applicants.

The Indigenous Recruitment and Relationship Support Worker coordinates and assists with special events and actively participates in a variety of public relations activities supporting Loyalist College.

The incumbent identifies as being of Indigenous heritage including First Nations, Metis or Inuit (as a bona fide occupational requirement, under Section 24(1) of the Ontario Human Rights Code).

The incumbent will be expected to work some evenings and weekends in accordance with the Support Staff Collective Agreement.

RESPONSIBILITIES:

- Engages in active outreach to Indigenous communities to inform and recruit potential students
- Promotes and delivers presentations and information displays intended for diverse audiences
- Provides information on the College system, Loyalist College programs and services, and local community resources, ensuring information on college programs, special events, and admission requirements is current to secondary schools and the communities
- Liaises and maintains open communication with college faculty, staff, and administration to ensure that all parties are well informed and supportive of recruitment activities
- Liaises with all First Nations communities in Ontario and Indigenous agencies in Canada including the Chiefs of Ontario, Assembly of First Nations, Union of Ontario Indians, Association of Iroquois and Allied Indians, and the National Association of Indian Friendship Centres
- Participates in community events acting as a College representative and to build and maintain relationships; plans, schedules, and delivers promotional events for prospective student
- Develops and maintains systems and procedures
- Collects feedback from prospective students and parents regarding information sessions; compiles information on all events and activities held by the Indigenous Centre both on and off-site to identify next steps in programming; analyzes the effectiveness of promotional tools and orders new materials for recruitment
- In collaboration with Director Indigenous Services develops and assesses communication; creates and maintains information tracking database to identify trends in Indigenous enrolment based on population growth; creates and maintains information tracking database on Indigenous alumni; provides reports in a timely manner to the Director as requested
- Participates on committees such as (but not limited to) APSIP – Aboriginal Post-Secondary Information Program, MTCU – Ministry of Training, Colleges, and Universities
- Performs other related duties as assigned by the Director

QUALIFICATIONS:

- A thorough understanding of Indigenous knowledge from the Anishinaabe and Haudenosaunee nations. Knowledge from other First Nations considered an asset
- Completion of a two (2) Year Diploma in Social Sciences or Human Studies or related area
- Minimum of 3 years customer service experience and strong presentation skills
- Knowledge of the Ontario Education System and Indigenous communities are essential.
- Advanced computer proficiency and knowledge of an Aboriginal language are additional assets
- Valid driver's license and clean driver's abstract

TO APPLY: Applications **must** be submitted **quoting the competition #SUP22-30R in the email subject line**. Please send a covering letter and a resume in MS Word or PDF format to:

People and Culture
E-mail: peopleandculture@loyalistcollege.com

Posted in accordance with Article 17.1 of the Full-Time Support Staff Collective Agreement

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to peopleandculture@loyalistcollege.com.

<i>We thank all applicants, however, only those selected for an interview will be contacted</i>
