

# 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!*

<b>TITLE:</b>	Indigenous Student Success Mentor	<b>POSITION:</b>	Full-Time Support
<b>LOCATION:</b>	Main Campus, Belleville ON	<b>HOURS:</b>	35 hrs/week
<b>DEPARTMENT:</b>	Indigenous Resource Centre	<b>COMPENSATION:</b>	\$38.76
<b>POSTING DATE:</b>	August 22, 2022	<b>START DATE:</b>	A.S.A.P.
<b>CLOSING DATE:</b>	Open until filled	<b>COMPETITION #:</b>	SUP22-31R

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 STUDENT SUCCESS MENTOR**

Reporting to the Director, Indigenous Services, the Indigenous Student Success Mentor will assist Indigenous students transitioning from high school to post-secondary and support them throughout their journey at Loyalist College using a holistic Indigenous knowledge framework. As a primary focus, the Indigenous Student Success Mentor will advocate for student success by liaising with family, faculty, and other college resources as needed to develop a holistic approach for achieving student success.

Supporting students during academically challenging situations, in addition to personal circumstances will, on occasion, be required. Ultimately, the role of the Student Success Mentor is to prioritize the student's wellbeing by supporting them as they overcome barriers that may impede their academic achievements and personal and spiritual growth.

The Student Success Mentor will successfully blend academic support and advocacy with cultural knowledge to form an integral component of the Indigenous Services offered by Loyalist College.

The Student Success Mentor 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:**

- Using an Indigenous Knowledge framework, provides support to students in navigating academic and non-academic issues; supports student self-advocacy
- Identifies student success resources and makes referrals to internal college support systems as well to community partners
- Establishes and approves non-standard timetables for students based on knowledge of program of study, subject to availability and course load
- Makes recommendations to the students regarding full-time/part time studies and options to achieve their career goals
- Coordinates learning plans to support students with an identified career path
- Develops Collaborative Success plans to promote individual student success
- Provides information to students on withdrawal process/ transferring to an alternate program to ensure that students not only adhere to the processes with minimal impact on their current and future learning plans but also consider other learning options
- Uses conflict resolution and mediation strategies to de-escalate situations and make referrals to Counselling as required and/or AccessAbility services; initiates and expedites interim solutions in emergency/crisis situations
- Promotes a holistic approach to supporting Indigenous student transitions
- Participates in summer orientation programs for prospective students
- As part of a team utilizing an Indigenous knowledge framework model, acts to "triage" referrals from a number of sources and makes recommendations to access both internal college resources and external service providers
- Collaborates with "Risk Assessment and Review" cases as requested
- Supports the College's recruitment activities by participating in Open House and other events designed to attract prospective students
- Support the Indigenous Centre staff in the brainstorming, developing and delivery of a variety of workshops
- Responds to general inquiries about College policies and procedures; provides information with regards to programs of study to prospective students and their parents/families
- Maintains case notes and files; inputs case information into the database system in a timely manner; processes a variety of student forms e.g. consent forms, accommodation requests etc.

- Provides reports to Director, Indigenous Services management as requested
- Is a positive and proactive member of the Indigenous Centre team
- Other related duties as assigned

**QUALIFICATIONS:**

- Knowledge about Anishinaabe and Haudenosaunee culture and belief systems. Knowledge about other First Nations is an asset.
- Completion of a 4-year degree preferably in Social Studies or equivalent degree
- Minimum of five (5) years experience in an academic environment and/or in social services; experience in an Ontario College is an asset
- Understanding of how to incorporate a holistic approach to student success.
- Knowledge of, and connection to, Indigenous communities – working relationship with First Nations communities is imperative to provide a functional relationship.
- Understanding of the unique and diverse needs of college students
- Strong advocacy skills
- Strong interviewing skills
- Strong communication skills including a demonstrated ability to compose written correspondence
- Demonstrated ability to work effectively as part of a team
- Advanced problem-solving skills and familiarity with conflict resolution and mediation
- Excellent computer skills, including proficiency in the Microsoft Office suite
- Demonstrated ability to prepare and deliver presentations to large groups of students, parents, and faculty
- Organizational and time management skills
- Good judgement of when to refer and who to refer to
- Experience supporting individuals applying the principles of trauma-informed care

**TO APPLY:** Applications **must** be submitted **quoting the competition #SUP22-31R 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](mailto: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](http://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](mailto:peopleandculture@loyalistcollege.com).*

*We thank all applicants, however, only those selected for an interview will be contacted*