

<b>Type of Position</b>	Support Full Time Appendix D	<b>Job ID</b>	1371
<b>Department</b>	Aboriginal Student Services	<b>Full/Part Time</b>	Full Time
<b>Campus</b>	Sutherland	<b>Regular/Temporary</b>	Temporary
<b>Location</b>	Peterborough, Ontario	<b>Hours per Week</b>	35
<b>Date Posted</b>	2017-09-27	<b>Pay Band</b>	H
<b>Date Closed</b>	2017-10-09	<b>Salary Range</b>	\$30.60 to \$35.53 Hourly

**What This Position is About:**

**Full-time Temporary Replacement (approximately 2 years - Sep 2017 to Sep 2019)**

Working with the Fleming Aboriginal Student Service Team as part of the larger Student Services Division, the major duties and responsibilities of the Aboriginal Student Services Coordinator can be summarized in three main areas: Aboriginal Student Recruitment & Community Liaison Support, Student Life and Success Programming, as well as, Cultural Resource Work. The Aboriginal Student Services Coordinator focuses on enhancing the student experience and ensuring effective supports that contributes to the effective recruitment, success and retention of Aboriginal students at Fleming College.

**Main Duties Include:**

Liaise with Aboriginal students encouraging involvement and supporting their learning, with a focus on outreach, access, transition and academic support programs. Plan and deliver cultural programming at the Sutherland campus. Participate and act as a resource within the campus community for needs aligned with supporting student success and informing the campus community of aspects important in the understanding of Aboriginal culture and knowledge. In partnership with the College Liaison Department, support Aboriginal student recruitment. Generally promote Aboriginal culture and history positively throughout College community.

**For More Information**

For a complete job description, please refer to the document found here: [Job Description](#)  
 Explore what Fleming College has to offer and the beautiful communities we are surrounded by. Check out [Life@Fleming](#).

**What We Are Looking For:**

As a bona fide occupational requirement, and under Section 24(1) (a) of the Ontario Human Rights Code, the College will be giving preference to applicants who identify as being of Indigenous heritage (including First Nations, Metis or Inuit). In addition, you will possess:

- Two year post-secondary education in a related field (ie. cultural studies, Aboriginal studies, social services, marketing, and or business) or equivalent with a sound knowledge of Aboriginal history and culture.
- Knowledge and respect of Aboriginal teachings and culture including clear understanding of the historic relationship Aboriginal people have with Canada.
- Traditional cultural knowledge including cultural protocols so as to assist with the identification of Elders and cultural persons and which include credible and authentic cultural practices.
- Minimum of three (3) years Indigenous Knowledge training that provides an understanding of the protocols necessary to work with Elders, attend and prepare for ceremonies, pow wows, tipi/longhouse/lodge activities, handling of sacred items and medicines; specific to a Indigenous Nation(s).
- Knowledge of cultural event organization, Elder protocol and traditional teachings
- Familiarity with Indigenous post-secondary environments and related student issues and student success strategies
- Experience developing and delivering presentations
- Excellent presentation and communication skills
- Strong organizational skills for itinerary planning
- Effective team player with a variety of teams
- Ability to exercise judgment and confidentiality when dealing with sensitive information and situations
- Strong organizational and time management skills
- Ability to work independently and inter-dependently as part of a team
- Demonstrated proficiency with personal computing utilizing a variety of software including word processing, email etc.
- A valid driver's license and proof of current auto insurance; willing to do car travel as required

**Please Note**

*Internal candidates will receive first consideration in accordance with our Support Staff Collective Agreement. Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Fleming College family.*

**How to Apply**

To apply to Fleming College career opportunities please visit <http://www.FlemingCollege.ca/Careers>.

**Diversity**

Sir Sandford Fleming College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the **Canadian Charter of Rights and Freedoms**, the **Ontario Human Rights Code**, and the **Accessibility for Ontarians with Disabilities Act (AODA 2005)** and its related **Accessibility Standards Regulations**. To meet this commitment, Fleming College will make appropriate accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail [Recruitment@flemingcollege.ca](mailto:Recruitment@flemingcollege.ca).