

Yukon University
Statement of Qualifications

Department: Student Success Division
Position Title: First Nations Cultural Coordinator
Location: Whitehorse
Date: February 2021

Essential Qualifications (assessed in screening process)

Education: Post-secondary education in a related field

Demonstrated Abilities Experience in community-based, First Nation focused/directed programming
Experience coordinating and leading in cultural activities, both in person and virtually
Experience working with Elders, both in person and virtually

Equivalency: Consideration will be given to those with an appropriate combination of education and experience

Licence: Valid driver's licence

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of First Nations histories, language, traditional and/or cultural resources
- K.2 Of Yukon First Nations land claims and self-government agreements
- K.3 Of social and historical issues impacting First Nation communities and opportunities related to post-secondary transitions and experience
- K.4 Of Principles and practice of adult education
- K.5 Of First Nation Elder protocols
- K.6 Of enrolment management practices and initiatives
- K.7 Knowledge of diverse needs of post-secondary students with a focus on what engages and retains students and encourages success.

Abilities:

- A.1 To respond to students' issues to support retention and success.
- A.2 To resolve conflicts and maintain flexibility and calmness with unexpected occurrences.
- A.3 To research, design, deliver and evaluate a variety of innovative creative student activities
- A.4 To coordinate workshops, Elder visits (in person and virtual), activities, celebrations and ceremonies
- A.5 To ensure cultural resources are maintained.
- A.6 To utilize a variety of computer software including the use of social Media
- A.7 To confidently support Elders and First Nations students
- A.8 To work with the university community to enhance intercultural understanding.
- A.9 To establish and maintain effective working relationships with other employees, staff, faculty, students, First Nations communities and the general public;

Personal Suitability:

- PS.1 Ability to confidently provide a leadership role in the development of cultural events
 - PS.2 Commitment to providing quality service through initiative, creativity, flexibility, and adaptability to changing demands
 - PS.2 Demonstrated ability to build strong community partnerships
 - PS.3 Strong organizational and communication skills including excellent listening skills
 - PS.4 Able to be a good listener to students and Elders who may need to be heard
 - PS.5 Effective interpersonal skills particularly in dealing with diverse client demands
 - PS.6 Cultural and inter-cultural competence and integrity to serve as a positive role model
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Conditions of Employment

Travel to Yukon Communities; willingness to work occasional evening and weekend shift work