

YUKON COLLEGE
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1954
Position Title: First Nations Cultural Coordinator
Incumbent:
Division: Student Success Division (SSD)
Date Description updated: February 2021

Headquarters: Ayamdigut Campus
Supervisor's Name: Erica Bourdon
Supervisor's Title: Co-Department Head
Date Description Completed: March 2017

PART II - SUMMARY (broad statement of why position exists)

Reporting to Department Head(s) of the Student Success Division, this position is responsible for the development, coordination and reporting on Indigenous cultural events and activities that support all Yukon University students and the broader university community. The incumbent is responsible for coordinating and supporting the Elders on campus programming, including the development and implementation of a virtual Elders program. Working with the Elders on campus and other staff, you will be the primary person responsible for the development and delivery of innovative and engaging First Nations cultural events and activities that connect with students to help support their success. Cultural event programming and Elder's on campus programming will be representative of each of the 14 Yukon First Nations' own culture and history along with their protocols. This position plays an integral role in supporting Yukon University's strategic enrolment management goals.

A. Duties and Responsibilities:

1. Coordination and planning of Elder's on campus program including:
 - a. Planning and coordinating related cultural activities, events, classroom visits and support for students needing to connect with an Elder.
 - b. Supporting Faculty and other support areas to include Elder's in programming and service areas.
 - c. Establishing strong links with the Elder and university areas
 - d. Establishing, with the Elders, a presence on campus during the academic year as well as in an online/virtual environment
 - e. Maintaining existing relationships with Elders as well as developing new ones within Yukon's various communities.
 - f. Educating and supporting staff and faculty regarding cultural protocols and following those protocols as required.
 - g. Facilitating students coming from the communities to make connections with the Elder's and other cultural activities.
 - h. Establishing a working relationship with PACFNI (President's Advisory Committee on First Nations Initiatives and the First Nations Initiatives (FNI) unit.
 - i. Coordinating a YU virtual Elders program involving all campuses

2. Develop, organize, execute, track and report on Indigenous cultural activities and events that support students including:
 - a. Working collaboratively to create cultural activities and events and other related opportunities for students to connect with the campus community and Yukon university indigenization efforts.

- b. Building and maintaining relationships with First Nations Initiatives (FNI), relevant committees, Faculty members and the university community.
- c. Supporting and maintaining communication between Elders, students, staff and faculty, by providing coordinated activities and events communication.
- d. Designing, implementing, directing and developing materials and infrastructures to support First Nations cultural programs, activities and events based on student and Elders recognition of needs and new ideas.
- e. Developing and implementing program evaluations and reports to include recommendations.
- f. Facilitating a positive, respectful environment for both students and staff that is instrumental in breaking down stigmas and systemic barriers
- g. Evaluating current programs and assessing future needs and trends, to coordinate new activities.
- h. Collaborating with organizers of various events and FNI for the purpose of including Elders in Yukon College events and ceremonies
- i. Coordinating cultural events by booking facilities, audio-visual equipment, preparing schedules and background information as required, and ensuring proper physical arrangements are made. Serving as liaison with other areas of the College to organize cultural activities and events
- j. Developing communication plans with University External Relations for event communication, coordinating calendars for cultural activities and events, and assisting in the communication to students with social media opportunities and media campaigns. Submitting information to weekly update and relevant departments regarding events, and activities, developing volunteer opportunities for students and others.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

- a) Serving as First Nation Cultural Coordinator representative on relevant committees within the university as needed and required.
- b) Providing the highest level of service quality and value-added support to all students. Working with the university's strategic plan the incumbent plays a vital role in the university's retention and student success initiatives and strives for service and program excellence.
- c) Developing in collaboration with Institutional Research Planning effective assessment tools and keeping track of progress and engagement of students.
- d) Travelling to Yukon communities for recruitment opportunities and meeting with Elders

Approximate percentage of job time above functions are performed: 15%

3. Examples of Additional Divisional Activities which may be performed:

- a) Contributing to university as a whole through participation on university committees and at general meetings as assigned.
- b) Collecting and maintaining statistical data on Student Support Services programs and services.
- c) Performing other related duties as required;

Approximate percentage of job time above functions are performed: 5%

4. **Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

Approximately one (1) year/academic year

B. Problem-solving and decision-making

1. a) **List Acts, Regulations, and /or Policies/Procedures with which the incumbent must be fully familiar in order to perform the position's functions:**

- Yukon University policies and procedures as they relate to Student Support Services;
- Collective Agreement and other relevant YU policies and procedures;
- Yukon Land Claims and Self Government Agreements (relevant sections),
- Yukon University Academic Regulations,
- Residence and Student Information Handbook (relevant sections),
- Yukon Human Rights Acts (relevant sections)

- b) **Is the position responsible for interpreting, administering or enforcing any of the above? If yes, explain.**

The incumbent is responsible for working with Student Engagement Team Leader to interpret all University policies and procedures that impact First Nations and other students, to ensure they are applied consistently and correctly.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

- Recommendations to Supervisor for programs, events, new partnerships and new initiatives
- Recommendations to Supervisor on scheduling on activities and events
- Recommendations to Supervisor on trends and new program ideas
- Recommendations on Elder's on campus program

- b) **Who normally makes the final decisions with respect to those recommendations?**

- Supervisor and/or SSD Department Head
- appropriate staff or university body

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

- Purchases within delegated limits in accordance with approved spending plans;
- providing accurate information to students and public and setting priorities among work tasks

- b) **What is the direct impact of those decisions?**

- Commitment of funds.
- Smooth functioning of division and provision of excellent customer service
- Student/employer/public satisfaction with Student Success Division (SSD) services and student success.
- The above decisions affect the life and ultimate academic success of First Nations students.

C) Freedom to Act

1. Describe the way in which this position receives direction:

From supervisor, SSDr team discussion and student and organizational needs assessments, client groups (students/ employers / faculty), and through regular meetings with Supervisor and the SSD team. The incumbent must also demonstrate independence on day-to-day with workload and establishing daily priorities.

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

See B. 1 a) above. The position is part of the Student Success Division. Many decisions, particularly on the routine operation of integrated services are made jointly by the team. The position is also guided by university policies.

3. How is the work of the position normally checked or evaluated?

The work of this position is evaluated by the Department Head on the overall effectiveness of liaison with FN students and Elders and other related groups as well as the regular performance planning cycle. Daily feedback from students, Elders, Faculty, staff and the general public is considered in this performance planning process, as well as success in meeting the overall goals of the FN Student Support Services.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Expenditures beyond delegated limits; unprecedented changes to work procedures; work priority conflict, and unusual queries or concerns from students, staff or public or any issues that cannot be resolved independently within the mandate of the position of the work team. Examples might include the re-allocation of resources or recommendations for changes to cultural events and activities at Yukon University.

D. Financial Accountability

1.

a) Annual Budget (for unit under the direct control of the position):

Fiscal year:	\$
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

b) Who prepares this budget?

c) What is this position's accountability for budget once allotted?

d) Does position have authority/ability to reallocate resources? (describe)

e) Signing authority levels:

As per College position authority guidelines

2. **Other expenditures or revenues influenced by this position and how.**

Other

E. Management Supervision of Human Resources

____ 1. **No direct supervisory duties.**

X 2. **Supervisory duties.**

a) Number of positions supervised directly: Permanent _____
Aux/Casual _____

Number of positions supervised indirectly: Permanent _____
Aux/Casual 3 - 8

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- X a) show colleagues how to do tasks
- ____ b) train other employees in work procedures
- ____ c) assign work and review for quality/quantity
- X d) establish work priorities and schedules
- ____ e) change duties and responsibilities
- ____ f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- ____ g) recommend appointment or rejection upon completion of probationary period
- ____ h) interview employees with attendance or performance problems
- ____ i) act as first formal step in the grievance procedure
- ____ j) interview candidates for vacant positions in the unit
- X k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- ____ l) other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Student Engagement Team Leader (Supervisor)	Direction	Daily/as required
Student Support Services Team	Collaboration	Daily
Managers/Coordinators	Liaison	Weekly
Instructors	Liaison	Daily
Administrative Staff	Liaison/Consultation	Daily
College Committees	Liaison/Consultation	Weekly
Community Groups/Agencies/ Students	Partnerships	Monthly
First Nations Initiatives	Consultation	As required
PACFNI	Collaboration, Advice	Daily
Yukon First Nations	Consultation	As required
	Collaboration, Advice	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
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Computer	Word Processing, e-mail, spread sheet, Database, electronic calendar, and Internet search, event and service information Posting on electronic mediums	65-70%
Telephone	Communications	10%
Photocopier	Photocopying	2%
Fax	Information transmission	1%

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
AV Equipment, Materials and Supplies	up to 20kg	5%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Standing	20%
Sitting	60%
Walking	15%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
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d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
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e) Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- students or staff under work related stress
- other:

Examples in support of above:

f) Travel Required

- a) average number of trips annually 1-2
- b) average number of days per trip 3-5 days

- c) average distance per trip 1,200 Kms.
- d) most frequent mode of transportation Car

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head, Student Success Division
 Classification Level: BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Instructors, SSD	Title: Admin Assistants	Title: Student Engagement Coord
Classification Level BU09	Classification Level BU05	Classification Level BU08

Title: Int'l Student Advisor & Navigator
 Classification Level: BU08

Title: First Nation Student Advisor & Navigator
 Classification Level: BU07

Title: Manager, Campus Housing
 Class level: BU10

Title: Counsellor
 Class level: BU09

Title: Learning Strategist
 Class level: BU07

SUBJECT POSITION TITLE: First Nations Cultural Coordinator

SUBORDINATE POSITIONS: Elders

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
 Dean/Director or Designate

.....
 Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Knowledge of and experience in working with First Nations histories, language, traditional and/or cultural resources.
- Knowledge of First Nation Government (land claim & self-government agreements, etc.), and social and historical issues impacting First Nation communities. • and rapport with First Nations communities
- Strong organizational skills necessary to coordinate multiple activities, events such as setting goals and objectives, establishing schedules, coordinating resources, priority setting and time management
- Understanding of post-secondary educational institutions
- Experience in working with faculty to assist with classroom activities and implement cultural best practices in education
- Experience in community-based, First Nation focused/directed programming
- Experience planning, developing, implementing and evaluating programming.
- Experience in research and analysis to support programming and development.
- Experience in liaising, consulting and/or collaborating with multiple stakeholders
- Ability to establish and maintain effective working relationships with other employees, staff, faculty, students, First Nations communities and the general public;
- Initiative, flexibility and adaptability to meet changing demands;
- Effective interpersonal skills, particularly in a northern/multi-cultural education setting;
- Ability to work cooperatively in a team environment;
- Person-focused positive outlook towards students, staff and the public;
- Excellent Computer skills and able to utilize Social Media;
- Being able to be a good listener to students and Elders who may need to be heard
- Ability to resolve conflicts and maintain flexibility and calmness with unexpected occurrences.
- Knowledge of diverse needs of post-secondary students with a focus on what engages and retains students and encourages success.
- Experience working with diverse ages, groups and cultures to accomplish activities and event Flexibility in work schedule, as some activities may be in the evenings, and weekends.

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

Related post-secondary education or a combination of education and experience working with and coordinating events for diverse populations.
Valid Driver's Licence: Class 5

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

. Experience in a post-secondary setting.

PART V – COLLEGE SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
College President/Vice President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	122
Mental Demands:	30
Accountability:	40
Working Conditions:	0
Total Points:	192
Pay Level:	7