Indigenous Outreach & Recruitment Coordinator

OCAD University acknowledges the ancestral territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishinaabeg and the Huron-Wendat, who are the original owners and custodians of the land on which we live, work and create

OCAD University, Canada's largest and oldest art and design university, is a vibrant community of bold, curious and compassionate artists, designers and scholars who are imagining and creating a joyful, equitable and sustainable world. The University is an internationally renowned hub for art, design, digital media, research, innovation and creativity, and arts administration. It embraces collaborative and interdisciplinary approaches to change-making through art, design-thinking curriculum and research, making OCAD U a local, regional, national and global leader in art and design.

It is an exciting time to join the OCAD U community as the University is at a key stage in its institutional transformation, with the implementation of its Academic and Strategic Plan and guiding principles — driving positive impact; decolonization, indigenization and equity; environmental sustainability; emerging as a vibrant hub; student centered approaches; innovation in learning teaching and research; and financial stewardship.

Reporting to the Manager, Indigenous Student Centre, the Indigenous Outreach & Recruitment Coordinator works to create pathways for Indigenous learners and their supporters/families to access, engage, and thrive within post-secondary education at OCAD University (OCAD U). The Coordinator plays a key role in supporting pathway navigation and coordinating culturally grounded engagement activities for Indigenous learners in their home communities

Working in close partnership with the Coordinator, Indigenous Admissions & Recruitment Support, the Indigenous Outreach & Recruitment Coordinator leads outreach, recruitment, and prospective learner engagement initiatives in Indigenous communities outside the GTA, supporting learners from initial contact through the admissions process. While each Coordinator maintains primary responsibility for their respective portfolio, they work collaboratively to share information, coordinate referrals, support joint events and outreach initiatives, and provide reciprocal support as needed to ensure a coordinated and seamless experience for prospective Indigenous learners

Summary of Responsibilities:

- Support Indigenous learners as they navigate pathways to OCAD U by meeting individually and in groups with prospective Indigenous learners and their supporters/families to provide support and advising and ensure access to relevant holistic and wraparound supports both on and off campus.
- In consultation with the Manager, Indigenous Student Centre, develop and coordinate culturally grounded transition programming for Indigenous learners with focus on pathway navigation, acclimation to the GTA, and connection to Indigenous community resources
- Work with Coordinator, Indigenous Admissions & Recruitment Support to conduct follow-up with prospective Indigenous students and/or their supporters/families; advocating for applicants and if needed, present special cases for consideration to support transition, engagement, retention, and overall student success.
- Knowledge of Indigenous Services Canada Post-Secondary Student Support Program to support Indigenous prospective learners in their Sponsorship applications, advise on process, liaise with

Indigenous communities as needed, and coordinate with relevant internal support units to ensure smooth sponsorship and funding support for Indigenous students
- Collaborate with the Manager, Indigenous Student Centre to plan and coordinate participation in the Aboriginal Post-Secondary Information Program (APSIP) Tour; including extensive travel to secondary schools and Indigenous communities in Ontario
- Support the OCAD U tuition grant for Six Nations of the Grand River and Mississaugas of the Credit First Nation; acting as the primary contact for both communities, coordinating visits, supporting applicants through the enrollment process, and liaising with post-secondary education offices
- Develop, plan, and deliver off campus community-based initiatives and programming with the intent of creating reciprocal relationships between OCAD University and Indigenouscommunities and organizations
- Strategize with the Manager, Indigenous Student Centre and the DirectorIndigenous Initiatives in the development and expansion of recruitment related partnerships with Indigenous communities outside of the GTA
- Maintain current knowledge of all OCAD U programs, admissions processes, supports, and student services; including an understanding of barriers and challenges faced by prospective Indigenous students, applicants, and admitted students
- Collaborate with the Indigenous Student Centre and the Coordinator, Indigenous Admissions & Recruitment Support to identify non-academic supports (e.g. financial aid, housing, childcare and community resources) to support Indigenous applicants as they transition to OCAD U's downtown Toronto campus
- Identify and promote entrance awards, scholarships and bursaries available to Indigenous students
- Collaborate with the ISC and Indigenous Visual Culture Program to identify recruitment and outreach opportunities that support community awareness and engagement
- Manage the recruitment resources (budget and time) to ensure sustainable achievement of recruitment and outreach goals; ensuring compliance with OCAD U Travel, Meal and Hospitality Policy
- Support the evaluation of recruitment and outreach activities through data collection, documentation, and report writing
- Track and respond to applicant and community-based organizations and educator inquiries using the CRM database (Slate)
- Support the Manager, Indigenous Student Centre in other activities contributing to the successful operation of the Indigenous Student Centre

Qualifications:

- Indigenous citizenship (First Nations, Inuit, Métis), connection to an Indigenous community, a history and/or evidence of lived experience and an understanding of Indigenous culture(s) and practices
- Knowledge of the issues Indigenous students face in relation to access, transition and retention from urban and rural environments to postsecondary education
- Understanding of Indigenous cultural, educational, political and economic conditions
- Three (3) years of administrative work experience, preferably in a post-secondary educational environment, or equivalent
- Two (2) years of experience working with diverse Indigenous communities through community outreach, engagement, programming and/or relationship-building.
- Post-secondary degree in Art or Design (concentration in Indigenous practice or history considered an asset); or an equivalent combination of education and experience
- Demonstrated ability to build and maintain reciprocal relationships with Indigenous communities, students, and families
- Experience with the administration of Indigenous community programming, education and arts
- Strong interpersonal, communication (both oral and written) and presentation skills; with the ability to work both independently and collaboratively in a team environment

- Strong organizational and analytical skills
- A demonstrated commitment to providing outstanding customer service
- Demonstrated commitment to the principles of equity and diversity, and experience promoting a respectful work and learning environment for students, staff and faculty
- Flexibility in work hours; must be willing and able to travel and work irregular hours (occasional evenings and weekends), as required
- A valid G class driver's licence (no vehicle required)

Mode of Work: On Campus

Compensation: Hiring Range - $57,486.45 to $65,772.56 per annum, commensurate with experience, plus benefits; Salary Range - $57,486.45 to $75,566.13 per annum.

Hours of Work: Monday to Friday, 35 hours per week.

Application Deadline: Interested applicants are invited to submit an updated *resume and cover letter (**PDF**)by selecting "Apply Now" below. Review of applications will begin immediately and continue until the position is filled.

Please upload your resume and cover letter **as one PDF. Please name your upload: *FirstName_LastName-Job Code*

Application Details: The successful applicant will have Indigenous citizenship, connection to an Indigenous community (First Nations, Inuit, Métis) and will have a commitment to Indigenous community development, partnership building, and growing OCAD University's priority to decolonize and Indigenize art and design education. **Candidates are encouraged to share information in their cover letter about their Indigenous citizenship and relevant experience with Indigenous communities**.

If you are an Indigenous applicant and require support during the recruitment process, please reach out to Olivia Bowes, Talent Acquisition Coordinator at oliviabowes@ocadu.ca .

As an employer committed to employment equity, we encourage applications from members of equity-deserving communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

We encourage members of designated equity-deserving groups to self-identify within the voluntary Applicant Questionnaire.

In order to alleviate the under-representation of Indigenous administrators, priority in hiring will be given to qualified Indigenous persons who identify as such in the application process. This initiative is a special program under the Ontario Human Rights Code.

*OCAD University is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact People & Culture for more information or refer to OCADU's **Accommodation in Employment Policy***

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.