



Assistant, Indigenous Community Engagement

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 Director, Indigenous Initiatives, the Assistant is responsible for providing administrative support for the Director, the OCAD University Indigenous Education Council (IEC), and day-to-day support for the Indigenous Student Centre (ISC). As the first point of contact for the ISC, the Assistant plays a key front-line role in creating a welcoming, supportive, and responsive environment. The Assistant is responsible for responding to student inquiries, coordinating meetings, and supporting Indigenous initiatives and projects led by the Director. The Assistant is the primary contact and secretary for the OCAD U Indigenous Education Council, working closely with the IEC chair, maintaining council resources, and scheduling and coordinating quarterly meetings. As support for the ISC, and the Assistant works closely with Centre staff, providing administrative support to the Manager and the Centre as needed. The Assistant develops and maintains relationships with Indigenous students, staff, faculty, the Indigenous Education Council, and the broader OCAD U community.

Summary of Responsibilities:

- Provide front-line reception for the ISC; acting as the initial point of contact for students, staff, faculty, and community members
- Provide direct administrative support to the Director, Indigenous Initiatives, responding to inquiries and requests for information, directing inquiries as appropriate
- Support the Director by scheduling appointments and meetings; ensuring related background materials and agendas are prepared, booking meeting spaces, making travel arrangements, and preparing correspondence, reports, and other documents as required
- Respond to online inquiries and requests to the Indigenous Student Centre for information, directing inquiries as appropriate; including answering and/or directing inquiries from students, faculty, staff and the public; providing information to students pertaining to processes, requirements, dates and deadlines
- Act as the primary contact and support for the [OCAD U Indigenous Education Council](#); as directed by Director, Indigenous Initiatives, drafting and managing communications to members, responding to requests for information, sharing relevant news and information about Indigenous OCAD and Indigenous initiatives on campus

- Schedule and coordinate quarterly meetings for the Indigenous Education Council; organizing catering, room booking, coordinating smudging, preparing meeting materials, taking minutes, as well as booking travel and accommodations for the annual in-person meeting
- Update and maintain the University's webpage for the OCAD U Indigenous Education Council; posting the council's current terms of reference, current and past council membership, meeting dates, and minutes as required by the Ministry of Colleges and Universities, Indigenous Student Success Fund grant
- Provide in-person support in the Indigenous Student Centre, including personal, guidance, support and crisis intervention to Indigenous students if/as needed; acting as a liaison between students and various individuals and offices within and external to the ISC
- Plan and coordinate events and activities as instructed by the Director, including arranging catering, booking space on/off campus, and working with campus facilities and operations
- Draft communications on behalf of the Director and the Indigenous Student Centre; sharing information and announcements to both internal and external community partners
- Keep abreast of Indigenous OCAD U activities and work collaboratively with Indigenous staff and faculty to foster and maintain close relationships
- Maintain current knowledge and comprehensive understanding of relevant university policies, procedures and practices, in order to effectively respond and direct Indigenous students, staff and faculty, as appropriate
- Support the Indigenous Student Centre's communications as needed, including the ISC weekly newsletter, social media and the department's website, to build awareness, promote events and ensure access to accurate information
- Act as the primary contact and support for the Indigenous Student Association; scheduling meetings in the ISC and on campus, coordinating catering for events and gatherings, and coordinating materials for exhibitions and events
- Assist with coordination and support of ISC events and weekly programming as needed
- Assist with the preparation of institutional documents and reports required for government and external partners (e.g. Ministry of Colleges and Universities); liaise with government bodies and the external community as needed
- Track and manage expenses, complete financial forms such as credit card reconciliations, cheque requisitions, transfer requests; liaise with Finance for these purposes as required
- Perform such general administrative duties as: preparing and following up on work requests, and ordering all necessary supplies
- Support the Indigenous Student Centre in daily operations, special projects and other duties as needed

Qualifications:

- Indigenous citizenship (First Nations, Métis, Inuit), connection to an Indigenous community, a history and/or evidence of lived experience and an understanding of the Indigenous culture(s) and practices
- Experience with the administration of Indigenous community programming, education and arts
- Understanding of Indigenous cultural, educational, political and economic conditions
- Post-secondary degree or equivalent, with a minimum of two (2) years of administrative work experience, or equivalent combination of education and experience; preferably in a post-secondary educational environment.
- A demonstrated commitment to providing outstanding customer service in a diverse environment
- Strong oral and written communication (including editing), interpersonal, and analytical skills
- Demonstrated professionalism, and the ability to exercise tact, good judgement and diplomacy
- Strong working knowledge of all Microsoft Office applications, and experience working with databases

- Demonstrated attention to detail, strong organizational and time management skills, and the ability to manage competing demands, prioritize tasks and meet deadlines
- Demonstrated ability to take initiative and be an active contributor in the planning, formulation and implementation of student-centered services
- Proven ability to work both independently and collaboratively in a team environment
- 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 work occasional evenings, as required

Mode of Work: On Campus

Compensation: Hiring Range - \$50,163.56 to \$57,378.18 per annum, commensurate with experience, plus benefits; Salary Range - \$50,163.56 to \$65,081.34 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 no later than December 12, 2025.

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

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 racialized and Indigenous administrators, priority in hiring will be given to qualified racialized and Indigenous persons who self-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 [OCAD U's Policy of Accommodation in Employment for Persons with Disabilities](#)

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.