

# Ctseném7ew'sem (Guide) - 00551.1

**NOTE:** To learn more about Thompson Rivers University or living in Kamloops or Williams Lake please visit our [Careers website](#). External Candidates invited to interview will be required to bring a copy of their transcripts to the interview.

## Salary rate

Please Note: This position may be subject to a 90% salary for the first 560 hours of employment.

## Application Restrictions

Open to both Internal and external

## Requisition #

00551.1

## Posting In effect from

20/11/2024

## Closing date for internal CUPE applicants

4/12/2024

Applications will be reviewed commencing the "closing date for internal CUPE applicants" and may continue until the position is filled.

**Internal CUPE applicants must submit their application by 4pm on the "closing date for internal CUPE applicants" for their Seniority to be recognized. Applications received after the "closing date for internal CUPE applicants" will be considered alongside external applicants.**

**The Hours of work are subject to change depending upon departmental requirements**

**The salary for the above position is determined by the Collective Agreement with the Canadian Union of Public Employees, Local 4879, as it presently exists.**

## Organizational Unit

Thompson Rivers University -> Faculty of Student Development -> Indigenous Student Development

## Location

Kamloops Campus, - Kamloops, BC CA (Primary)

## Job Type

Support Staff (CUPE)

## Job Title

Ctseném7ew'sem (Guide)

## Position Number

997601

**# of Hires Needed**

1

**Reason for Requisition**

Replacement

**Pay Band**

CUPE Grade 08 (90% - 100%)

**Anticipated Start Date**

9/12/2024

**Position End Date (If Applicable)**

21/11/2025

**Full/Part Time**

Full Time

**Support Type**

Auxiliary (Over 4 Months)

**DUTIES**

Reporting to the Manager, Indigenous Student Development the Ctseném7ew'sem (Guide), is responsible for the coordination of student success and retention programming, resources and engagement opportunities. This position provides strategies, referrals, and technologies to support on campus and online Indigenous student development and academic success. The Ctseném7ew'sem (Guide) will partner with departments, faculties and divisions across TRU to provide proactive assistance to support Indigenous student academic engagement and retention. Special project work to support student success and retention, as assigned by the Manager is an important part of the position. The incumbent is accountable to coordinate projects to completion.

**MAJOR DUTIES & RESPONSIBILITIES**

1. Researches and reviews retention and success programming for Indigenous students and identifies opportunities to align programming with the student life-cycle, department goals and TRU's mission, vision, and values.
2. Provides leadership to plan, coordinate, implement and evaluate academic and cultural programming for all Indigenous students including on-campus and online.
3. Develops information, tools, resources or other needs for all Indigenous students.
4. Supports campus programming and services in Cplúl'kw'ten including virtual and after-hours offerings.
5. Manages and monitors learning management systems for reporting students of concern including collecting and reviewing information to coordinate and develop individual case management procedures.
6. Consults and debriefs with faculty, staff and administration, working closely with all relevant departments within Student Development, Open Learning, Indigenous Education, and across TRU.
7. Executes referrals and warm handoffs to ensure seamless triaging and service excellence.
8. Coaches, advises, and supports students on appropriate study strategies, available resources and funding, and policies.
9. Supports and connects with students through multiple channels and methods including email, chat, virtual, in person, and over the phone.
10. Designs, organizes, and facilitates presentations, orientations, and workshops related to student academic development for all Indigenous students including on campus and online.
11. Leads and collaborates to coordinate academic and cultural activities and events, in person and online, that promote student learning and enhance student success and sense of belonging.
12. Connects with Indigenous communities and builds partnerships to support student success.
13. Coordinates, prepares and maintains documentation, records and reports to identify current trends and provide evidence-based recommendations to improve programming and increase student success.
14. Seeks out opportunities to contribute to relevant committees and working groups that initiate and build student academic engagement and success.
15. Maintains currency in Indigenous student development theory and practice and engages in professional development opportunities.

16. Contributes to the Indigenous Student Development team with energy, positivity, and collegiality.

#### REPORTS TO

Manager, Indigenous Student Development

#### QUALIFICATIONS

##### EDUCATION:

- Bachelor's degree in education or related field

##### EXPERIENCE:

- Three years' experience working with post-secondary students, including:
  - Experience working with educational technology tools and systems including CRM, LMS, Microsoft suite, virtual meeting software, and various databases
  - Experience working with Indigenous students/clients both face-to-face and online
  - Experience with one-to-one academic coaching or learning strategies
  - Experience with case management
  - Experience leading events, webinars, orientations or other synchronous engagement opportunities

##### SKILLS, KNOWLEDGE OR ABILITIES RELATED TO THE JOB

- Demonstrated knowledge of Secwépemc, St'át'imc, Nlaka'pamux, T?ilhqot'in, Dakelh, and Syilx cultures
- Demonstrated knowledge of Indigenous relationships and rural community needs at a provincial level, in supporting students who study remotely
- Knowledge of Crown-Indigenous Relations and Northern Affairs (CIRNA) Canada funding policies
- Demonstrated knowledge of various Band education policies
- Demonstrated knowledge of Indigenous community organizations
- Demonstrated knowledge of Indigenous community organization funding policies
- Demonstrated ability to navigate multiple online platforms
- Understanding of academic supports, learning strategies and transition initiatives
- Ability to establish priorities, organize, schedule and report out in a timely manner
- Ability to collaborate, problem solve and develop relationships
- Proven ability to manage and coordinate multiple tasks
- Demonstrated ability to work with sensitive, confidential, personal information
- Demonstrated ability to interpret and apply policies
- Proven ability to use judgement and to assess and coach students effectively and discreetly
- Ability to work within and assist others in navigating through complex systems
- Excellent interpersonal and communications skills
- Ability to plan, develop and execute events and activities in a variety of settings
- Ability to review, evaluate and report on programming and activities
- Demonstrated ability and commitment to serving diverse students in a variety of settings

##### WORKING CONDITIONS

- Hours of work may include evenings to meet the needs of designated student populations
- Off-campus travel may be required
- General office conditions
- Sitting at a desk or computer for extended periods of time

##### Schedule

The hours of work will be Monday to Friday, 7 hours a day, 8:00 am to 4:00 pm

##### Schedule Description

##### Hiring Manager

Sandy, Marie (AD - Manager, Indigenous Student Development - Faculty of Student Development)

**P&C Consultant/Advisor**

McAmmond, Caelan (AD - People and Culture Advisor - People and Culture)

**Contact Person (e.g. Admin Assistant)**

Allysa Gredling

**Closing Application Date**

4/12/2024