POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Outreach and Transitional Support Coordinator, Aboriginal Access to Engineering (AAE)
DEPARTMENT: Faculty of Engineering and Applied Science
POSITION NUMBER: 00501248
GRADE: 6 **EFFECTIVE DATE:** November 11, 2013

JOB SUMMARY:

Reporting to the Director, Aboriginal Access to Engineering (AAE), the Outreach and Transitional Support Coordinator provides assistance with the delivery of outreach programming and coordinates on campus academic support for Aboriginal undergraduate students in the Faculty of Engineering and Applied Science.

The Coordinator is responsible for planning and participating in visits to elementary and high schools, Aboriginal community career fairs and youth events across Canada.

KEY RESPONSIBILITIES:

1. Assist the Director, AAE in the development of outreach presentations and experiences in STEM (Science, Technology, Engineering and Mathematics) specific to the Aboriginal community.
2. Coordinate on-campus tutoring, workshops and exam prep sessions for undergraduate Aboriginal students, including the hosting of career-related events.
3. Represent AAE at Aboriginal community events such as career fairs, post-secondary information sessions, and in-school visits designed to engage students with a future in STEM (Science, Technology, Engineering and Mathematics).
4. Collect, compile and summarize relevant information and statistics on outreach and transitional support activities, for reporting purposes.
5. Participate in planning on-campus social activities designed to foster community among Aboriginal engineering students.
6. Research and create new material for AAE website and newsletter, related to Aboriginal engagement in STEM.
7. Develop strategies to market the AAE program through various media opportunities.
8. Undertake other duties as required by the Director, AAE, in support of program functions and priorities.

REQUIRED QUALIFICATIONS:

- University degree, preferably in Indigenous Studies, Sciences, Education or related area. Consideration will be given to an equivalent combination of education and experience.
- In order to fulfill the specific mandate of the Aboriginal Access to Engineering Program, the area of selection for this appointment process is limited to individuals of Aboriginal ancestry.
- Knowledge and understanding of Aboriginal culture, communities, behaviour and communication styles required; knowledge of an Aboriginal language would be an asset.
- Knowledge of Engineering profession and course of study, admission requirements and general structure and function of universities preferred.
- Membership in ONECA (Ontario Native Education Counselors' Association) preferred.
- Ability to work irregular hours, including weekends and extensive travel.
- Satisfactory CPIC and Vulnerable Sector Screening.

SPECIAL SKILLS:

- The ability to work independently to organize, plan and self-initiate both long term and short term goals.
- Excellent interpersonal skills, in particular, the ability to empathize and communicate effectively with Aboriginal clients and the Queen's University community.
- Ability to analyze data to provide statistical reports on outreach and transitional support activities.
- Understanding of the complexity of adjustment processes for Aboriginal students transitioning to university, particularly in the applied sciences.
- Professional and respectful of client confidentiality.
- Excellent organizational skills including attention to detail, time management and the ability to set and balance evolving priorities.
- Excellent verbal and written communication skills, including public presentation skills.
- Excellent networking and social skills.
- Ability to work collaboratively and effectively within a small group setting.
- Computer and office skills, including web based technology and the ability to adapt to emerging technology.

DECISION MAKING:

- Establish day-to-day work plan and travel schedule within budget allocations.
- Establish a course of action in supporting student concerns, based on an assessment of individual needs and situations.
- Identify actions required to achieve project completion.
- Determine logistics for special events.
- Decide when to refer a sensitive matter to the Director, AAE.

- Make recommendations toward the development, format and content of communication tools, workshops and presentations.
- Make recommendations regarding preferred channels and strategies for marketing the AAE program.

SIGNATURES: Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate