



## **Administrative Coordinator – Indigenous Field of study**

Wilfrid Laurier University is a leading multi-campus university that excels at educating with purpose. Through its exceptional employees, students, researchers, leaders, and educators, Laurier has built a reputation as a world-class institution known for its rich student experience, academic excellence, and global impact. With a [commitment to Indigenization](#) and [commitment to equity, diversity, inclusion](#), Laurier's thriving community has a place for everyone.

Laurier has more than 19,000 students and 2,100 faculty and staff across campuses in Waterloo and Brantford, as well as a location in Kitchener. The university is committed to providing an inclusive workplace and employing a workforce that is reflective of local and national demographics. Our locations are situated on the traditional territories of the Neutral, Anishnawbe, and Haudenosaunee peoples. We recognize the unique heritages of Indigenous peoples and support their intentions to preserve and express their distinctive Indigenous cultures, histories, and knowledge through academic programming and co-curricular activities. Laurier's Centre for Indigegogy is one example of how Laurier honours Indigenous knowledge.

### **Position Summary:**

Wilfrid Laurier University's Faculty of Social Work (Faculty) offers a Bachelor of Social Work (BSW), a Master of Social Work (MSW) and a PhD. The Indigenous Field of Study Administrative Coordinator is a multi-functional position that provides administrative coordination through all stages of the graduate student experience cycle from recruitment initiatives, field placement, to graduation for the MSW, Indigenous Field of Study program both at the Kitchener campus and with the part-time partnerships. The incumbent must be self-motivated and comfortable dealing with a variety of client audiences including students, faculty, staff, community agencies, other university departments, other universities, and the general public.

This position requires a high level of sensitivity, diplomacy and judgment regarding the diverse, evolving nature of the Faculty, its resources, and community relationships. This position has a university-wide mandate and is based at the Kitchener Campus. The incumbent provides subject matter expertise to all campuses, requiring regular interpersonal interactions and collaboration with departments at the Waterloo Campus, the Brantford Campus, the Toronto office and external partners. Special attention is given to ensure equitable service delivery across all locations.

### **Qualifications:**

- Secondary plus 2-year post-secondary in Indigenous Studies, Social Work or related field.
- At least two years of senior administrative experience is required, preferably in an academic environment.
- Ability to articulate an Indigenous worldview within a post-secondary education context.
- Knowledge and understanding of Indigenous cultures and traditions through North America. Excellent organization, multi-tasking, and time management skills with proven

ability to successfully juggle multiple priorities in a busy environment. Excellent Microsoft Office and database development skills.

- Exceptional interpersonal skills (creative, diplomatic, inter-culturally sensitive, patient, tactful, etc.). Must possess excellent interpersonal skills and work collaboratively with academic and administrative staff, and students; Ability to travel to have access to transportation to travel within Ontario.

**Compensation:** \$32.33 - \$38.03 per hour

Hours of Work: This is a full-time, continuing position. The normal hours of work are 8:30 am to 4:30 pm, Monday to Friday. Flexibility in hours will be required, including evening and/or weekend work due to recruitment and cultural events. When possible, the manager will adjust the work schedule so that no more than 35 hours are worked in a week.

*Wilfrid Laurier University endeavors to fill positions with qualified candidates who have a combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's [Employee Success Factors](#). Diversity and creating a culture of inclusion is a key pillar of Wilfrid Laurier University's Strategic Academic Plan and is one of Laurier's core values. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities, and from persons of any sexual identities and gender identities. Indigenous candidates who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Office of Indigenous Initiatives at [jbecker@wlu.ca](mailto:jbecker@wlu.ca). Candidates from other equity seeking groups who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Diversity and Equity Office at [diversity@wlu.ca](mailto:diversity@wlu.ca). We have strived to make our application process accessible however if you require any assistance applying for a position or would like this job posting in an alternative format, please contact Human Resources at 519-884-1970 ext.2007 or [hr@wlu.ca](mailto:hr@wlu.ca). Should you be interested in learning more about this opportunity please visit [www.wlu.ca/careers](http://www.wlu.ca/careers) for additional information and the online application system. All applications must be submitted online by October 19, 2021. Please note, a CV and letter of introduction will be required in electronic form.*