

## **NOTICE OF VACANCY**

### **UNION LOCAL - Unifor 2458 - Full Time Office and Clerical Unit**

<b><u>POSITION TITLE:</u></b>	<b>Indigenous Relations Coordinator</b>
<b><u>CLASSIFICATION:</u></b>	<b>'12'</b>
<b><u>DEPARTMENT:</u></b>	<b>Office of the Senior Advisor on Indigenous Relations and Outreach</b>
<b><u>RATE OF PAY:</u></b>	<b>As per schedule 'A' - Unifor 2458 FT Collective Agreement</b>
<b><u>HOURS OF WORK:</u></b>	<b>Monday to Friday 8:30am – 4:30pm</b>

#### **PRIMARY RESPONSIBILITY:**

The Indigenous Relations Coordinator is responsible for the administrative functions necessary for the effective operation of the Senior Advisor on Indigenous Relations and Outreach's office. This position provides administrative support by coordinating, processing, and handling day to day activities, projects, and initiatives related to the Senior Advisor on Indigenous Relations and Outreach.

#### **SUMMARY OF DUTIES:**

1. Drafts letters and correspondence for approval by the Senior Advisor on Indigenous Relations and Outreach.
2. Research & prepare reports as requested, in support of research, policy development and/or project work undertaken by the Senior Advisor on Indigenous Relations and Outreach.
3. Attends meetings as required, takes meeting notes and transcribes and assembles correspondence from the Senior Advisor on Indigenous Relations and Outreach.
4. Gathers, analyses, and processes statistical information including the creation of reports, documents, and correspondence for approval by the Senior Advisor on Indigenous Relations and Outreach.
5. Maintains Senior Advisor on Indigenous Relations and Outreach's appointment/work schedule by planning, co-ordinating and scheduling meetings, presentations, conferences, teleconferences, and travel.
6. Maintains accurate records of all budgets and expenditures and prepares expense reports, travel reimbursement requests, purchase orders, processes invoices, deposits funds, transfers funds etc.
7. Assists Senior Advisor on Indigenous Relations and Outreach with establishing external relationships with Indigenous communities and organizations (i.e., researching and organizing cultural protocols) in Ontario and Michigan.
8. First level of communication for faculty, staff, and students and internal and external community members who contact the Senior Advisor on Indigenous Relations and Outreach.
9. Acts as recording secretary for various committees including, attending the meetings, preparing, and answering correspondence, create, prepare, and distribute material / minutes / agendas.
10. Other duties as assigned.

#### **ESSENTIAL QUALIFICATIONS:**

The successful candidate will have:

- Self-identifies as an Indigenous (First Nations, Inuit and/or Métis) person and has lived experience
- Diploma in office administration or related field and/or significant administrative experience as it relates to the duties of the position
- Demonstrated understanding and respect for Indigenous ways of knowing and being, including an understanding of Indigenous people's histories, cultures, and experiences
- Demonstrated understanding of political, social, educational goals and relationships with Indigenous communities (on-reserve, urban, etc.)
- Strong research skills using online and traditional sources of information
- Demonstrated high levels of professionalism, discretion, diplomacy, and tact
- High degree of cultural sensitivity and awareness and the ability to work with a diverse student, staff, and faculty population
- Strong organizational, problem-solving, and analytical skills, including attention to detail and the ability to quickly adapt to a flexibly and dynamic work environment
- Detail oriented and self-directed, and able to manage multiple deadlines
- Excellent interpersonal skills and oral/written communication skills
- Experience taking meeting minutes/dictation
- Experience working with budgets and a computerized accounting system (e.g., UWinsite)
- High professional and ethical standards for handling confidential information
- Ability to work independently with minimum supervision as well as part of a team environment
- Proficiency in various computer applications including Windows, Microsoft Word, Microsoft Excel, Microsoft Teams, PowerPoint, etc.

**THE FOLLOWING TESTS WILL BE ADMINISTERED:**

MS Word (Basic Level), MS Excel (Basic Level); Typing (40NWPM)

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply. If you need an accommodation for any part of the application and hiring process, please notify the [Employment Coordinator](#) (staff positions).

APPLICANTS INTERESTED IN THE ABOVE ARE REQUIRED TO SUBMIT ELECTRONICALLY A COVER LETTER, RESUME AND A COMPLETED "APPLICATION FOR EMPLOYMENT" FORM AND FORWARD IT TO:

employment@uwindsor.ca

ON OR BEFORE:

**Friday March 25, 2022 at 4:00 PM**