Job Description Posting
(For Positions in CAW Local 555, Unit 1)

The content of the Job Description Posting is set and is aligned with the Job Description. The Hiring Manager may add a brief description of the work unit or project, assets, and any additional information that is important for the applicants to know. A Recruit and Position Form and an electronic copy of the Job Description Posting must be submitted to the appropriate Human Resources Office to post a vacancy.

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<th>JD #</th>
<th>JD1019</th>
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<tr>
<td>Pay Grade:</td>
<td>7</td>
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<td>Title:</td>
<td>Assistant Program Coordinator</td>
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<td>Unit/Project Description:</td>
<td>Education Services requires an Assistant Program Coordinator (APC) in our Indigenous Students Health Sciences (ISHS) office. The APC plays a vital role in the daily delivery of ISHS student programs and services. In this role the APC is often the first point of contact with Indigenous students once they are at McMaster. They play an important role in the welcoming of new learners and guidance on admissions and transition into McMaster and onto a career. This role has been designated Indigenous (Inuit/Métis/First Nations) specific. The APC will provide day-to-day support to the ISHS programs, services and students’ activities; develop and revise their work plan according to the ongoing and emerging needs of the office, provides support to the Executive Director, Indigenous Health and is responsive to their needs. The APC will produce professional reports, correspondence, and promotional material and they will organize key events such as lecture series and the Medical School Entrance Interview workshops. They are responsible for the successful delivery of the Elders and Knowledge Keepers in residence program and the Indigenous Mentorship program. The APC participates on internal and external committees as appointed by the Executive Director. They will maintain ISHS records, databases, files and data entry of MOSAIC travel and expense, vouchers and general payables. The APC serves as a connector between ISHS, FHS programs and the McMaster community. The position reports to the Executive Director, Indigenous Health.</td>
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<td>Job Summary:</td>
<td>Responsible for providing day-to-date support to a department’s programs, services and student activities, which includes the logistical coordination of programs, services and events with established deadlines and models of delivery as well as the implementation of student development programs. Utilize a diverse range of learning strategies to promote engagement, resilience and skills development of students. Create a culture of collaboration and partnership in ensuring student success by cultivating and maintaining relationships with faculty, staff, student groups and the greater community.</td>
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<td>Purpose and Key Functions:</td>
<td>• Maintain a large mentor leadership program by coordinating a central recruitment, application, selection, training, communication and program design strategy. • Act as the main contact for mentorship program. • Assist in the delivery of the program that addresses the situational and developmental needs, priorities, activities, and stakeholder involvement for the program’s student population, by communicating with students and supporting the planning of conferences and other community engagement activities. • Facilitate workshops and presentations in response to staff, faculty, and student requests. • Update and maintain workshop and presentation resources and materials. • Gather, update, verify, and run reports from database for program reviews, maintenance of education and development programs and services, marketing and promotions. • Provide updates on programs, services and development opportunities. • Assist with the distribution of evaluation materials such as surveys and rubrics used to measure program outcomes and effectiveness. • Assist with the creation and distribution of needs assessment materials used to measure emerging student needs.</td>
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- Regularly update and maintain appropriate information on the departmental website and social media channels.
- Cultivate and maintain partnerships with campus stakeholders and the greater community, as part of a shared approach to fostering student success.
- Develop strategies to recruit individuals into postsecondary education and provide input in developing, revising and implementing long-term and short-term targeted recruitment, retention and success strategies.
- Provide information to students regarding registration, course selection, timetables, orientation, housing and available community services.
- Establish strategic links within the community and academic organizations as it relates to the program’s recruitment and liaison strategies and student activities.
- Write a variety of documents such as correspondence and reports.
- Calculate budget projections for recruitment and retention activities.
- Develop and maintain a variety of spreadsheets and databases.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.

**Supervision:**
- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

**Requirements:**
- Bachelor’s degree in a relevant field of study.
- Requires 3 years of relevant experience.

**Assets:**
*For Department use only.*

- They are from one of the three constitutionally recognized Indigenous Peoples of Canada; is known to the community they identify with and operates within the principles of cultural safety.
- They are knowledgeable of Indigenous Peoples cultures.
- Familiarity with university guidelines/protocols regarding privacy and confidentiality.
- Working knowledge and experience with the Undergraduate and Graduate Student Calendars, specifically for the faculty of health sciences.
- Familiarity with Indigenous communities (local, provincial, and national).
- Minimum of three years’ experience working in the fields of post-secondary student recruitment and retention and service delivery.
- Superior communications, writing, reporting and liaison skills.
- Experience planning/coordinating student events and developing promotional materials.
- Strong organizational skills along with the ability to function with tight deadlines, changing priorities and the proven ability to manage several projects simultaneously while meeting deadlines.
- Fluent in Mac operating systems, which includes experience updating and maintaining information on websites and social networks.
- Proven ability to work with little supervision.
- Understanding of Indigenous health within health sciences education and Indigenous learner priorities will be considered an asset.
- The ability to communicate in English is essential and a working knowledge of an Indigenous language is desirable.
- Proven ability to build a solid professional network of contacts is required.
- Experience developing and maintaining a variety of spreadsheets and databases.

**Additional Information:**
This position may require you to work outside of your regular work schedule including evenings and weekends to meet operational demands. On occasion, the position may require travel. We thank all who apply, however, only those selected for an interview will be contacted.

*To access the McMaster Career Opportunities site, please click on the link below for external applicants; select Staff postings; and then click Asst. Program Coordinator –*
Job ID 38624, to review the details and to apply for this position:

https://hr.mcmaster.ca/careers/current-opportunities/