



Job Title: Building Intercultural Resilience Mentorship (BIRM) Program Coordinator

Department: Office of the Vice-Provost, Indigenous Engagement

Location: Saskatoon, SK, Canada

Status: Term – One year with possibility of extension

Employment Group: ASPA 2

Full Time Equivalent (FTE): 1.0

Salary Information: \$62,850 - \$98,205

Posted Date: December 10, 2020

Closing Date: Until filled with interviews commencing mid to late January

Number of Openings: 1

Primary Purpose:

The Building Intercultural Resilience Mentorship (BIRM) Program Coordinator will support the joint development and implementation of a First Nation, Métis and Inuit student mentorship program designed to increase the enrollment and retention of Indigenous students at the Saskatoon Public School Division and the University of Saskatchewan. The BIRM Program will be jointly developed by the University of Saskatchewan and the Saskatoon Public School Division.

Nature of Work:

Reporting to Office of the Vice-Provost Indigenous Engagement, this position will collaborate with a wide range of internal and external stakeholders including individuals from the Office of the Vice Provost, Indigenous Engagement, the Vice Provost, Teaching, Learning and Student Experience (including a range of units within the portfolio), Colleges and units and appointed stakeholders from the Saskatoon Public School Division and other members of the Indigenous community as deemed necessary.

The complexity of the work will vary greatly, ranging from daily tasks to developing plans including implementation plans.

The position will be expected to work both independently and collaboratively in order to support the successful completion and implementation of the Building Intercultural Resilience Mentorship Program.

For a complete profile of this position, including accountabilities, please click [here](#)

Qualifications:

Education: Relevant undergraduate degree is required.

Experience: Minimum of 5 years of experience in a post-secondary institution in an Indigenous portfolio. Relevant and demonstrable experience in project coordination; knowledge of university governance, policies, procedures, and administrative structures is required. Experience in mentoring and/or leading high school students is required. Relevant experience in supporting the development and/or creation of a mentorship program would be considered an asset.

Experience in project coordination with a track record of successful delivery and implementation is required, along with experience and success working with Indigenous communities and Indigenous students. Fluency with an Indigenous language would be an asset.

Skills:

- A skilled communicator (written and verbal) with the ability to establish and maintain effective relationships across the institution and with external stakeholders;
- Strong process design, project management, data analysis and problem solving skills;
- Proficiency with word processing, spreadsheets and databases, including a strong working knowledge of Microsoft Office Professional (Word, Excel, Outlook and PowerPoint);
- Proficiency working with students in a secondary school setting including both pedagogical and curriculum development;
- Demonstrated excellence in facilitation skills (public speaking);
- Proficiency coordinating individuals and groups through virtual platforms (i.e., WebEx, Zoom, Microsoft Teams, Skype, etc.).

The University of Saskatchewan is committed to employment equity and diversity. Applications from Indigenous persons are especially encouraged for this role. The University of Saskatchewan relies on section 48 of *The Saskatchewan Human Rights Code* to give preference to employment to Indigenous candidates.

We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request.

The University of Saskatchewan's main campus is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. Together, we are uplifting Indigenization to a place of prominence at the University of Saskatchewan.