



Do you believe in the power of ideas, possibility, and in building community?

The Alberta University of the Arts (AUArts) is looking for an organized and detailed-orientated **Coordinator, Indigenous Student Community** who enjoys working in a collaborative academic environment.

This is a permanent full-time position starting as soon as possible. Hours of work are 35 hours per week.

### **Why AUArts?**

Alberta University of the Arts rests on the traditional Treaty 7 Territories of the Blackfoot people and in the spirit of our collective effort to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot Confederacy, which includes Siksika, Piikani and Kainai, the Tsuut'ina, the Stoney Nakoda First Nations (Bears paw, Chiniki and Wesley), Metis Nation Region III, and all those who make their homes in the Treaty 7 Region of Southern Alberta.

AUArts is a community of thinkers, shapers, makers and risk takers. We are students, faculty, staff and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

The Alberta University of the Arts offers its 1,100 students studio-based programming that leads to a Bachelor of Fine Arts in one of nine disciplines, a Bachelor of Design in one of two, and an MFA in Craft Media. It has deep roots in Calgary's creative community and will soon be celebrating its centennial.

### **The Opportunity**

(Competition #2021-AP-JL-05)

Reporting to the Manager, Student Life and Wellness, the Coordinator, Indigenous Student Community provides daily operational coordination for the Lodgepole Center. This includes coordination and administrative support to Indigenous student events and

programs. The Coordinator works collaboratively within the Student Affairs team to support and enhance the Indigenous student experience at AUArts.

**Key Responsibilities:**

- Coordinate and provide administrative support to events organized through the Lodgepole Center such as the National Day for Truth and Reconciliation and National Indigenous Peoples Day.
- Coordinate Lodgepole Center programs for students such as the peer mentorship program, Elders in Residence and monthly cultural programming.
- Participate in and assist with Student Services programming such as recruitment events and orientation.
- Contribute and collaborate on the creation of Indigenous focused resources such as the Indigenous plan, Indigenous student handbook, newsletters, and other content within Student Affairs.
- Maintain the Lodgepole Center page of the website and intranet, and Student Affairs events calendar.
- Monitor Lodgepole Center and related budgets including program funding, honorariums, expenses, and reporting.
- Respond to inquiries from students and provide referrals to resources within AUArts and external community.
- Advise and ensure appropriate culturally relevant practices for events including maintaining the Elder Protocol and providing support to elders while on site at AUArts.

**The successful candidate will have:**

- High School diploma or equivalent with some post-secondary training. A post-secondary diploma or degree is an asset.
- A minimum of two years' experience working with Indigenous communities. Experience working in post-secondary, non-profit, or government agencies, and/or in event and program coordination are considered assets.
- Demonstrated knowledge of and appreciation for the diversity of cultural traditions and practices of First Nation, Metis, and Inuit peoples.
- Highly developed written and verbal communication skills.
- Strong organization and prioritization skills.
- Excellent inter-personal skills.
- Demonstrated ability to meet deadlines and flexibility to operate in an environment with frequent interruptions while maintaining focus on detail and accuracy.

As a member of the AUPE bargaining unit (Local 071/006), this full-time permanent position falls under a classification 5 (five). The starting annual salary is \$51,260-\$56,833 dependent upon skills, education and experience.

## How to Apply

Applications must include the following in a **SINGLE PDF DOCUMENT**:

- Cover Letter
- Curriculum Vitae / Resume

Please upload your single document to the “Resume” section – do not upload any documents to the “Cover Letter” section. You will be required to create an account in order to submit your application. Please visit our [How to Apply](#) page to ensure your application is complete prior to submission.

Review of applications will continue until the position is filled or the search is closed. While we thank all candidates for their interest, only applicants selected for an interview will be contacted.

Further information about AUArts is available on our website at [www.auarts.ca](http://www.auarts.ca).

AUArts is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the university. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at [foip@auarts.ca](mailto:foip@auarts.ca).