

Recruitment and Enrolment Coach (Term)

Indigenous Student Support and Community Relations

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Reporting to the Aspiring Student Manager in the School of Indigenous Education, the Recruitment and Enrolment Coach is responsible for providing outreach, liaison and recruitment services in a variety of educational and community settings toward achieving the College's applicant and enrolment goals and objectives for Indigenous students. They provide assessment tools and supports to assist prospective Indigenous students in choosing educational pathways to maximize their success and assist with the intake/onboarding of Indigenous students. They assist with the promotion of Red River College as a post-secondary educational institution of choice for Indigenous students and act as a consultant or resource to other RRC departments and external stakeholders regarding Indigenous student recruitment and enrolment issues. They develop and maintain data collection and reporting systems/processes and perform a variety of administrative related functions. This position involves significant travel, both within the City of Winnipeg and to all parts of the province, including air travel to some remote First Nations communities.

REQUIRED QUALIFICATIONS

- Diploma, with a Business or Marketing focus; an equivalent combination of education and experience may be considered
- Experience with and practice of Indigenous culture, history, knowledge systems, and Indigenous community relationship building practices and protocols
- Experience with database technologies
- Excellent interpersonal skills and the ability to build strong, positive relationships with individuals and groups.
- Strong verbal communication skills
- Excellent written communication skills
- Experience providing formal presentations to groups of people
- Knowledge of Indigenous post-secondary transitional challenges and First Nation's administrative structures and processes, particularly education funding.
- Proficient in the use of Microsoft Office applications
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Ability to speak an Indigenous language
- Indigenous ancestry

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Driver's license
- This position may be required to travel
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Person Sector Check

COMPETITION NUMBER

2019-237

CLOSING DATE

October 28, 2019

SALARY

\$42,990 - 58,801 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available

Anticipated up to June 26, 2020

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

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