



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our [Special Mission](#). In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Waawaaskonwe Niigaan Indigenous STEAM (ISTEAM) Coordinator <i>Staff Bargaining Unit</i>
Position Status:	Limited Term, Full-time (35 hours/week) 1-year contract OSSTF
Department:	Anishinaabe Academic Resource Centre
Supervision Received:	Manager, Indigenous Community Relations, Training and Development
Supervision Exercised:	Student Assistants
Location:	Sault Ste. Marie or Timmins, ON

PRIMARY FUNCTIONS:

A.	Program Development & Coordination	70%
B.	Office Administration	20%
C.	Other Duties	10%
TOTAL		100%

The Waawaaskonwe Niigaan ISTEAM Coordinator (Indigenous Science, Technology, Engineering, Art, Math) will liaise between the Sault Ste. Marie and Timmins campuses to coordinate the development, planning, and delivery of the ISTEAM program.

Under the direction of the Manager, Indigenous Community Relations, Training and Development, the incumbent will work in a collaborative environment with the Anishinaabe Academic Resource Centre, the Registrar's Office, faculty and program partners, including First Nations, Indigenous Institutes, Indigenous Friendship Centres, School Boards and others associated with the Wawaaskonwe Niigaan ISTEAM program. The Waawaaskonwe Niigaan



ISTEAM Coordinator is responsible for the effective planning and delivery of the program, including outreach to partners, securing necessary resources for the program, planning, budgeting, and scheduling various training for the team. The position is one of the first points of contact for the ISTEAM program at Algoma University, and requires multitasking, prioritizing the needs of secondary school-aged students in the program, initiative, cultural competency, professionalism, attention to detail, respect for confidentiality, and problem-solving skills, to ensure a positive program experience.

RESPONSIBILITIES:

A. Waawaaskonwe Niigaan Program Development & Coordination (70%)

- Collaborate with program partners to develop programming, budgets, and objectives.
- Develop, implement, and evaluate ISTEAM activities that promote Indigenous ways of knowing within STEAM activities.
- Develop and lead activities that engage Indigenous youth in the ISTEAM program.
- Ensure safety within the program, including the completion of program risk assessment and mitigation strategies.
- Create and develop scheduled programming, daily schedules, and task lists.
- Monitor implementation and ensure necessary resources are provided.
- Recruit volunteers, staff, and others as necessary to ensure a holistic and quality program.
- Assist and/or lead the development of funding proposals and/or necessary reports for the ISTEAM program.
- Monitor program budget and maximize cost-effectiveness.

B. Office Administration (20%)



- Maintain inventory control of office materials and supplies, and submit purchase orders as per the University's policies and procedures.
- Prepare drafts and format correspondence and other documents, as required.
- Schedule and coordinate regular meetings, including venues, with project proponents and staff, as required.
- Assist with meeting agendas, notes, and follow-up.
- Prepare and coordinate project communication materials between staff, partners, and relevant stakeholders.
- Assist in the creation of marketing and promotional information.
- Provide general administrative support to the department.

C. Other Duties (10%)

- General logistical assistance with the development, implementation, and evaluation of the Waawaaskonwe Niigaan ISTEAM program.
- As required, this position will be assigned other duties that align with the growth and development of the Waawaaskonwe Niigaan ISTEAM program.

WORKING CONDITIONS:

Physical Effort

Moderate

Sustained periods of sitting and keyboarding, set-up and take-down of student events/activities, including the possibility of lifting

Physical Environment

Considerable Physical

Considerable work with situations involving nonviolent crisis intervention with a limited level of control

Sensory Attention

Moderate

Moderate effort is required to achieve accuracy, while accommodating regular interruptions including front-line service demands with a limited level of control and frequent interruptions that may cause backtracking to resume interrupted work

Mental Stress

Considerable

Considerable interruptions from students, faculty and others in a front-line, client-focused, and fast-paced environment; sensitivity to students with various emotional, personal, and social issues/concerns;



sensitivity and crisis intervention for students with various cultural and language issues/barriers; ability to assess and prioritize quickly and efficiently; travel as required

MINIMUM QUALIFICATIONS

- Undergraduate degree in Education, Social Work, or related field, or an equivalent combination of education and a minimum of 1-2 years experience, is required.
- One (1) certification in Mental Health First Aid, Nonviolent Crisis Intervention, ASIST, SafeTalk, or equivalent, is an asset.
- Strong background with, and knowledge of, Anishinaabe (First Nation, Métis, and Inuit) organizations is required.
- Lived experience with Anishinaabe culture and communities, with demonstrated knowledge of Anishinaabe (First Nation, Métis, and Inuit) cultural protocols, ways of knowing, understanding, and being is required.
- Experience working with secondary school-aged youth.
- Experience working with Indigenous youth.
- Detail-oriented, with the ability to remain organized and prioritize workflow.
- Demonstrated understanding of provincial education and child wellbeing laws.
- Familiarity with G-Suite and student records systems is considered an asset.
- Excellent written, vocal, presentation, and communication skills.
- Excellent interpersonal and relationship management skills.
- Ability to work both independently and as part of a team.
- Ability to multitask in a dynamic, fast-paced environment with multiple interruptions.
- Familiarity with Algoma University's programs and degree requirements is considered an asset.
- Ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Willingness to travel and work irregular hours, as required.
- Commitment to understanding Algoma University's Special Mission, the Seven Grandfather Teachings, and AU's values with respect to equity, diversity, inclusion, decolonization, and Indigenization.
- Vulnerable Police sector check is required.

Salary Scale: \$51,521 to \$64,401 annually

Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca

no later than 4:00 p.m. on February 19th, 2024.



Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.