

**SIMON FRASER UNIVERSITY**  
**ADMINISTRATIVE & PROFESSIONAL**  
**JOB DESCRIPTION**

Position Title: Director, Indigenous Student Recruitment & Admissions      Position #: 00128489  
Employee Group: APSA

## **POSITION SUMMARY**

The Director, Indigenous Student Recruitment and Admissions, is an integral part of the SRA leadership team providing oversight and direction for the Indigenous, undergraduate, strategic enrollment portfolio. The Director is responsible for the strategic development, implementation, management, coordination and assessment of programs and services to support undergraduate Indigenous students in meeting their academic and personal goals. The Director develops key stakeholder relationships with both individuals and teams across the University that are integral to minimizing systemic barriers and optimizing opportunities and supports for Indigenous student recruitment, admission, and academic success. In addition, the role establishes and maintains internal and external communication links to band/tribal organizations for the purpose of developing partnerships aimed at increasing Indigenous student recruitment and admission, and to enhance the degree-attaining success of Indigenous students at SFU. This position works collaboratively with SFU stakeholders such as the Office of Aboriginal Peoples, Health and Counselling Services, and the Indigenous Student Centre.

## **DUTIES AND RESPONSIBILITIES**

### **1. Oversees the daily administration and operations of Student Recruitment and Admissions by:**

- Developing and implementing administrative processes, policies, and infrastructure to enhance services of portfolio.
- Supporting the Associate Registrar with portfolio level strategic planning, development, and personnel processes.
- Representing Student Recruitment and Admissions in daily interactions with other members of the university community including Associate Deans, Chairs, Directors, and faculty members.
- Developing, monitoring, and administering the operating budget for the portfolio and linking funding to strategic goals and priorities.
- Participating in developing, implementing, and regularly reviewing the strategic enrolment plan, identifying priorities and objectives through a consultative process.
- Setting an annual work plan and measuring progress to ensure optimal use of resources and alignment with SFU's Aboriginal Strategic Plan and the recommendations of the Aboriginal Reconciliation Council (ARC).

### **2. Leads Student Recruitment and Admissions in its efforts to maintain high levels of service and support for students and university partners by:**

- Keeping abreast of current and emerging trends in higher education registrarial settings.
- Providing leadership in the use of systems (i.e. OnBase, PeopleSoft, Salesforce), reporting and assessment across the unit to support evidence-based decision-making and responsiveness to market and institutional changes.
- Assessing the performance of the portfolio, considering feedback received from students, departments, faculties and the general public to adjust goals and objectives in alignment with strategic enrollment management principles.
- Delivering a highly authentic, professional and positive first and lasting impression of the institution with prospective students and their families, both personally and through supervised staff teams.

### **3. Supports SFU's strategic enrollment plan objectives across Student Services and the University by:**

- Ensuring the University meets its Indigenous enrollment goals as defined in the Strategic Enrollment Plan.
- Working collaboratively with the institution-wide enrollment management team in developing business processes and timelines for the faculties and academic departments.
- Reviewing mandated applications for Indigenous student groups to ensure minimal program requirements and identifying whether priority processing or funding may be applicable.
- Participating in the detailed planning of setting interim and final admission goals.
- Exercising discretionary decisions based on professional judgment for those applicants who fall outside the defined admission categories.
- Working with Indigenous applicants that may not meet minimum program requirements to suggest alternative program eligibility. Partnering with other departments to assist students with program admissions.
- Evaluating, reviewing, and documenting existing admission processes and identifying business process improvements to shorten the admission decision time and improve service standards.

### **4. Represents Student Recruitment and Admissions and SFU on various internal and external committees by:**

- Chairing and participating on committees which make decisions on alternate admission pathways for Indigenous students, such as the Aboriginal University Admission Program and the Interim Aboriginal University Preparation Program.
- Leading strategy development with external organizations such as the Surrey Urban Indigenous Leadership Committee, Strengthening Connections, provincial school districts and other post-secondary institutions.
- Establishing and maintaining relationships and partnerships with band/tribal community organizations for the purpose of developing admission partnerships and pathways.
- Liaising with internal stakeholders, including the Indigenous Student Center and Office of Aboriginal Peoples, to minimize systemic barriers and optimize supports for Indigenous student success.

**5. Leads strategic recruitment programs and advises services for prospective Indigenous students for the purpose of encouraging undergraduate admission to SFU by:**

- Identifying and promoting opportunities for service/program growth and enhancement to ensure provision of programs and services meet the Aboriginal Strategic Plan and the recommendations of the Aboriginal Reconciliation Council.
- Collaborating with the Associate Registrar, SRA and Director, Indigenous Student Centre to provide advocacy and liaison with band/tribal administration, sponsoring agencies and community resources for indigenous students, for support and transition to SFU.
- Developing and implementing advertising materials, communication strategies and tools by collaborating with Communications Services and programming partners.
- Participating in public awareness events that promote the benefits of post-secondary education in indigenous communities.

## **IMPACT OF DECISION MAKING**

The Director, Indigenous Student Recruitment & Admissions is responsible for making decisions regarding:

- Strategic Indigenous enrollment goals and its established service standards.
- Building and maintaining partnerships with Indigenous communities.
- Maintaining positive and strong externally facing community relationships which will enhance SFU's reputation.

## **RELATIONSHIPS**

Sets objectives necessary for obtaining feedback and assistance. Maintains effective communication. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

### **Supervisory**

Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training, evaluating performance, approving leaves and training and development, responding to grievances and approving leaves of absence.

### **Primary Working Relationships**

**Internal Connections** - Works closely with other Directors in Student Services to ensure the optimal delivery of services. Works with Chairs, Directors, and faculty members on matters related to enrollment. Represents the Registrar's Office and/or Student Services on various University committees.

**External Connections** – Regularly liaises with Ministry and Government Offices, other post-secondary institutions and groups (Ie Strengthening Connections), Indigenous communities and professional associations (Association of Registrars of the Universities and Colleges of Canada – ARUCC) to ensure current information and/or changes which may affect the responsibilities of SRA are addressed and implemented.

## QUALIFICATIONS

Master's degree in Education or Business Administration and six years of related experience in the development, implementation, and evaluation of post-secondary Indigenous student programs, services and policies, or an equivalent combination of education, training and experience. Experience with business process improvements.

- Excellent knowledge of and respect for Indigenous cultural identities and values.
- Excellent knowledge of Indigenous issues in both secondary and post-secondary education.
- Excellent knowledge of risk management and trauma informed approaches and practices.
- Excellent planning, organizational, administrative and managerial skills that encourage collaboration and a positive Indigenous Student Centre environment.
- Excellent analytical, research, problem solving, decision-making and conflict resolutions skills.
- Excellent business workflow design and process engineering skills.
- Excellent interpersonal and communication skills (oral, written, and presentation).
- Excellent leadership, human resource management and financial management skills.
- Excellent program development, implementation and evaluation skills.
- Excellent statistical analysis and reporting skills.
- Ability to design and development of training documentation.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Ability to establish and maintain effective contacts within professional and social networks in the indigenous community.
- Ability to act as a liaison for Indigenous students to provide support to them when navigating through administrative processes and in accessing resources.
- Ability to make sound judgments and careful evaluations of alternatives in the absence of specific policies.
- Ability to exercise mature judgement, initiative, diplomacy and tact.
- Proficient in the use of standard office applications, enterprise-level information systems and desktop publishing applications.
- Ability to arrange suitable transportation to various work locations.
- Knowledge of relevant BC legislation including Freedom of Information and Protection of Privacy Act.
- Ability to travel locally, within BC, and abroad.
- Criminal Record/Vulnerable Sector check required upon employment.