



Professional/Managerial Job Description

For Divisional HR Office Use

New: x Revised:

Effective Date: / /
 DD MM YY

Date Rated: / /
 DD MM YY

Job Family: Salary Level:

Position Number:

Position Title: Aboriginal Law Program Coordinator

Faculty/School/Office: Faculty of Law

Department/Section:

Manager's Title: Assistant Dean Students

1. POSITION SUMMARY:

*****Please note: Interested candidates should forward a cover letter and resume to Alexis Archbold, Assistant Dean Students at alexis.archbold@utoronto.ca by Friday March 5, 2010 at 4:00 pm.**

The Aboriginal Law Program Coordinator is a new position at the University of Toronto Faculty of Law. The position recognizes the Faculty's strong tradition of proactively recruiting Aboriginal students for both our JD and graduate programs, providing specialized support to Aboriginal students, offering innovative courses in Aboriginal law, and hosting outreach and recruitment events specifically aimed at Aboriginal students. Our Aboriginal students have gone on to leading positions at the bar, in the public service, and in the judiciary.

The Faculty recognizes that Aboriginal student success depends on having access to a rich academic curriculum, as well as a range of social, financial, cultural and academic supports that address the particular experience of Aboriginal students in post-secondary and law school environments.

Reporting to the Assistant Dean, Students, the Aboriginal Law Program Coordinator will develop and implement a range of innovative and responsive initiatives designed to foster the success of prospective and current Aboriginal students at the Faculty of Law.

2. MAJOR ACTIVITIES:

Develop and implement a comprehensive strategic vision for Aboriginal law programming at the Faculty of Law.

Develop and foster strong strategic relationships with external organizations and institutions including: government agencies, alumni networks, law firms, legal aid clinics, public interest organizations, the Law Society of Upper Canada, Ontario Bar Association, Canadian Bar Association, Indigenous Bar Association, etc.

Develop and foster strong strategic relationships with internal organizations at the University of Toronto including First Nations House and the Vice-Provost Students Office.

Represent the Faculty of Law at network meetings of University of Toronto departments and units addressing Aboriginal programming issues.

Develop and implement a comprehensive and multi-faceted outreach and recruitment strategy to broaden and deepen the pool of Aboriginal applicants to the Faculty of Law.

Provide information, counselling and support to prospective Aboriginal applicants in regards to the application process.

Develop and foster relationships with secondary school boards, undergraduate programs, professional programs, and local and Northern communities, to raise the Faculty of Law's profile and facilitate outreach to targeted groups of Aboriginal students.

Provide counselling and support to current Aboriginal students at the Faculty of Law. Work collaboratively with the Aboriginal Student Faculty Advisor and Assistant Dean Students to identify priorities and common issues in regards to student well-being and develop proactive, holistic solutions. Make referrals to university and community services, if required.

Provide assistance and counselling to Aboriginal students in regards to financial aid issues. Research and advertise relevant scholarships and bursaries.

Provide referrals to Aboriginal students to the Faculty of Law's Academic Support Program.

Develop and implement a professional mentoring program specifically for Aboriginal students.

Working with the Faculty of Law's Alumni Office, develop a network of Aboriginal alumni and other members of the community to provide guidance and advice to the Faculty of Law regarding Aboriginal programming issues.

Based on best practices research, develop proposals for programs designed to enrich the academic and non-academic experience of current Aboriginal law students, including: clinical programs, courses, internships, exchanges, mentorship opportunities, alumni networks, job shadowing, conferences, journals, volunteer opportunities, etc.

Develop and implement strategies designed to provide a welcoming and supportive cultural environment for Aboriginal students at the Faculty of Law.

Promote the visibility and profile of Aboriginal students, the Aboriginal Law Program, and Aboriginal law issues by developing activities, events and communications aimed at Faculty of Law and University of Toronto faculty, staff and students.

Working closely with the Aboriginal Student Faculty Advisor, provide support to an annual Aboriginal law conference, Aboriginal law workshop series, and other events as required.

Working with the public interest programs at the Faculty of Law (Law in Action Within Schools, Pro Bono Students Canada, International Human Rights Program, Asper Centre for Constitutional Rights, and Downtown Legal Services), develop specific volunteer opportunities related to Aboriginal law issues.

Working collaboratively with the Faculty of Law's Career Development Office, develop comprehensive and up-to-date resources to assist Aboriginal students interested in practicing in areas of law related to Aboriginal issues.

Develop strong relationships with a diverse range of employers across Canada specializing in Aboriginal law.

Develop summer internships opportunities with employers and organizations specializing in Aboriginal law.

Provide counselling and support to Aboriginal students seeking summer and articling employment.

Identify and draft funding proposals to foundations, government agencies and other potential sources of Aboriginal program funding to ensure the sustainability of the Faculty of Law's Aboriginal Law Program.

3. INTERACTION WITH OTHERS:

I. INTERNAL CONTACTS:

List the contacts within the University by position title and/or office/ department/ division name, as appropriate and state the purpose of the contact, for example, provide information, provide advice, obtain information, etc.

Assistant Dean Students
Aboriginal Law Student Faculty Advisor
Assistant Dean Career Development
Assistant Dean Alumni and Development
Director, Admissions and Financial Aid
Aboriginal Law Student Association
First Nations House
Vice Provost Students

II. EXTERNAL CONTACTS:

List the contacts by title and/or organization, government office, etc., as appropriate and state the purpose of the contact, for example, negotiate service contract, obtain information, provide information, etc.

Funders, government officials, policy-makers, academic leaders, members of the judiciary, senior lawyers and members of the Bar, school boards, post-secondary programs, Band Councils, members of the media (national, local, and legal).

4. MANAGEMENT OF STAFF:

Number/Type of Staff Managed: (Please attach a Current Organization Chart)

Directly: 0 **Indirectly:** 0

Manages Subordinate Supervisors: Y N x **Subordinate Managers:** Y N x

Manages casuals on an ongoing basis: Y N x

Coordinates work of external contractors/vendors: Y N x

Project Management: Y N x

5. HEALTH & SAFETY:

Describe the position's responsibility for the health and safety of students, co-workers and/or others.

NA

6. WORKING CONDITIONS:

I. SENSORY DEMANDS:

See Appendix C, Working Conditions Statements, Sensory Demands and select the statements that are relevant to the position and include in the Job Description.

Strain from focused visual concentration or focused listening for periods of time in excess of 20 minutes without a break, e.g., note taking, data entry, facilitating meetings, on a daily basis for 4 hours or more.

Work at job activities that require sitting, standing, or walking for short periods (less than 10 minutes at a time) throughout the day, e.g., normal everyday movement in the workplace, requiring a minimum of physical exertion.

Work at a keyboard on a daily basis for 2 to 4 hours.

II. WORKING ENVIRONMENT/WORK HAZARDS:

See Appendix C, Working Conditions Statements, Working Environment/Work Hazards and select the statements that are relevant to the position and include in the Job Description.

Work is performed in a controlled environment with almost no exposure to disagreeable environmental conditions.

III. EQUIPMENT/MACHINERY USED:

List all of the equipment/machinery typically used in the position.

Normal office equipment.

IV. HOURS OF WORK:

Indicate the normal daily hours of work; extra hours of work required and the frequency (e.g., daily, weekly, monthly, peak periods, weekends, etc.); travel (e.g., between campuses, overnight) and frequency.

Monday to Friday, 8:45 a.m. to 5:00 p.m.
Overtime during peak periods.

7. QUALIFICATIONS REQUIRED:

Qualifications should relate to the minimum qualifications required to perform the position and not to those of the incumbent.

I. EDUCATION:

Indicate the level of formal education and/or certification required. The education listed should always be followed by the phrase, 'or an equivalent combination of education and experience'.

LL.B. (J.D.) degree is required.

II. EXPERIENCE:

Indicate the total number of years' experience required including experience in specific areas of responsibility (e.g., management of staff) or expertise (e.g., web design).

Minimum three years' related experience in program development and student services in an academic setting. Ideally, some experience practicing law as a lawyer in Ontario in a law firm, public organization or government office. Demonstrated experience developing academic and non-academic programs in an educational setting. Comprehensive and global understanding of the University of Toronto, as well as general knowledge of the post-secondary education system. Strong understanding of systemic issues facing Aboriginal learners, Aboriginal legal issues, and issues facing Aboriginal people more generally in Canadian society. Experience providing supportive counselling to students. Strong familiarity with legal education in Canada. Strong preference will be given to Aboriginal applicants.

III. SKILLS:

Indicate the manual skills required by the position, e.g., project management; working knowledge of Powerpoint, Excel, Word; demonstrated oral and written communication skills; effective problem solving.

Project management; working knowledge of MS Office (i.e. Powerpoint, Excel, Word); internet search.

IV. OTHER:

Indicate other requirements of the position, for example, analytical ability; ability to manage conflicting priorities and deadlines.

Well-developed judgment and decision-making skills are required. Superb oral and written communication skills. Effective problem solving skills. Diplomacy and tact. Demonstrated ability to successfully manage others. Strong leader and superior drive and enterprise. Strong analytical ability. Ability to manage conflicting priorities and deadlines.

8. SIGNATURES:

Incumbent (Print Name)

Manager (Print Name)

Incumbent (Signature)

Manager (Signature)

Date

Date