

## **POSITION DESCRIPTION**

### **PART I - IDENTIFYING DATA**

**Position Number:** YC1345

**Position Title:** Coordinator

**Incumbent:** N/A

**Division:** Continuing Studies

**Headquarters:** Faro Campus

**Supervisor's Name:** Eric Hoogstraten

**Supervisor's Title:** Dept Head

**Date Description Completed:** June 2025

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### **PART II - SUMMARY (broad statement of why position exists)**

This role supports campus operations and strengthens relationships through outreach and public awareness of university programs, courses, services, and events. A key focus is building connections with local First Nation(s) and community or communities to ensure campus activities reflect local priorities and continued alignment with Yukon University's mission.

The position also helps foster positive relationships with both internal and external partners. It provides assistance to University Chairs, Department Heads, managers, Community Adult Education Coordinators, and some faculty to ensure courses and programs are delivered effectively and tasks are completed efficiently.

#### **A. Duties and Responsibilities**

**1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

The Community Coordinator position works in partnership with the Campus Community Adult Education Coordinators, Chairs, Department Heads, some Faculty, and local community resources and provides a continuum of support to First Nation and community-based students throughout their university experience, as well as assisting in the delivery of community-based programs and services:

##### **Community and First Nation Engagement & Relationship Building**

- a) Assisting with advertising, promoting, and marketing programs, offerings, or events
- b) Helping to organize, provide input, and attend community meetings
- c) Regularly engaging with the First Nation community on program and training priorities
- d) Supporting communication with the First Nation, community, and stakeholders
- e) Supporting the implementation of university and community campus committee goals by maintaining relationships locally and across the Yukon
- f) Attending community meetings/events as requested
- g) Responding to urgent requests from FN government, community, or students

##### **Student Support & Success Services**

- h) Supporting student success by providing work and life management skills

- i) Engaging and supporting learners as they investigate their pathways to success
- j) Assisting with referrals for students to available supports
- k) Contributes to the successful transition of First Nation and community students
- l) Performing administrative duties to support student operations
- m) Referrals to appropriate community agencies

#### **Program and Course Coordination**

- n) Assisting with program and course support
- o) Underpinning the organization and scheduling of courses and programs
- p) Participating in discussions of new initiatives and planning
- q) Assisting with the planning and delivery of campus activities
- r) Contributing to discussions on Aboriginal engagement and indigenization

#### **Internal Collaboration**

- s) Working collaboratively with university staff
- t) Supporting the involvement of students, Elders, and Indigenous perspectives
- u) Performing administrative duties as directed by Coordinator or Department Head
- v) Making recommendations to campus and University colleagues regarding program/course content, course/program development activities, classroom activities, and student progress

#### **Other Principal Activities**

- w) Contributing to discussions on policy and procedure development, and related topics
- x) Other duties as directed by the Supervisor
- y) If deemed appropriate, instruction
- z) Recommendations to students regarding personal planning and positive choices.

2. **Approximate time for a fully qualified employee from outside the work unit to reach the full working level of the position:** One calendar year

### **B. Problem-solving and decision-making**

1. **a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must have a level of familiarity to perform the position's functions:**

Sections of the Yukon University Act; Yukon University Policies & Procedures, including Academic Regulations & Procedures and Human Rights & Harassment Policies; Yukon Occupational Health and Safety Act; agreements between Yukon University and external agencies; relevant occupational certification standards and requirements; The Umbrella Final Agreement and First Nation specific Final Agreement / Self Government Agreements; Indian Act with respect to Kaska Dena Council / Kaska Nations, and White River First Nation; other declarations or regional modern treaties; *Changing the Story to Upholding Dignity and Justice: Yukon's Missing and Murdered Indigenous Women, Girls and Two-spirit+ People Strategy*.

**b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

Yes – administering of institutional policy/procedure, compliance with workplace safety legislation, adhering to relevant FN legislation and policy

**C. Freedom to Act**

The position receives direction from the supervisor through meetings and discussions, as well as from institutional plans, policies, and community feedback. Its activities are guided by Yukon University policies, strategic frameworks, and collaborative decision-making within the Continuing Studies team. Performance is evaluated through supervisory meetings, peer and self-assessments, stakeholder feedback, and success in meeting Community Education and Development goals. Decisions typically referred to the supervisor include budget allocations, program or curriculum changes, scheduling, policy matters, and staffing.

**D. Financial Accountability**

The position does not normally manage or control a direct budget. In certain cases, the position may meet regularly with the budget officer on matters related to the campus budget and or the participate in creating budgets for external contracting. The Department Head of Community Education and Development is responsible for preparing the budget, and this position holds no accountability or authority to reallocate resources. However, it has a signing authority of up to \$2,000 as per University guidelines. While generally not directly managing funds, the position may influence expenditure through recommendations on program-related capital acquisitions and potential third-party contracts.

**E. Management Supervision of Human Resources**

This position has no supervisory responsibilities and does not directly oversee any permanent or casual staff. It is not involved in assigning tasks, evaluating performance, or making staffing decisions, although it may occasionally provide informal guidance or share knowledge with colleagues.

**F. Key Personal Contacts**

The position involves frequent interaction with various stakeholders: daily collaboration and information exchange with campus staff and students; weekly coordination with external partners and liaison with Yukon University faculty and staff; weekly direction from the Department Head; and monthly consultation with community groups, agencies, and employers.

**H. Working Conditions**

The position involves occasional use of tools such as audio-visual equipment and distance learning technologies (each about 5% of the time), and regular use of computers for communication and student support (30%). Physical demands are minimal, with occasional lifting of materials up to 25 kg (1–2% of the time), and a mix of sitting (60%), standing (20%), walking (15%), and driving (5%). Hazards include occasional hazardous driving and discomfort from travel or adverse weather (each 0–5%). Interpersonal challenges include working with emotional or stressed students, frequent interruptions, and receiving instructions from multiple sources. Travel is infrequent, averaging two trips per year, typically lasting 2–5 days and covering 600–800 km by car or air.

## **I Organization Chart**

The Coordinator reports directly to the Department Head (BU11) and works alongside peer positions including Instructors (BU09), Community Adult Education Coordinators (BU09), and an Administrative Assistant (BU05). The Coordinator may oversee casual staff but holds no formal supervisory responsibilities.

## **PART III – SIGNATURES**

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

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Dean/Director or Designate

Date: .....

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....

Incumbent

Date: .....

## **PART IV - QUALIFICATIONS**

### **A. Minimum Knowledge, Skills, and Abilities Required**

- Knowledge of University courses and Academic programs
- Knowledge of Yukon First Nation traditions and cultures
- Knowledge of First Nation and community educational issues
- Some experience working with First Nation governments, communities, and organizations
- Some experience coordinating programs and people in a cross-cultural context
- Ability to establish and maintain effective working relationships with peers, external agencies, and individuals in the community
- Ability to work in a variety of work settings, including remote locations such as camps or wilderness settings
- Understanding of student needs including healthy and active living
- Initiative, flexibility, and adaptability to meet changing demands
- Experience working collaboratively as a member of a diverse team in a community setting
- Oral and written communication skills
- A commitment to providing quality service
- Basic computer and office skills
- Basic event coordination skills

**B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.**

- Class 5 Driver's Licence

**Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.**

- Knowledge of Yukon First Nation approaches to governance, education and. social issues
- Experience or knowledge of small community living, in a rural northern environment
- A post-secondary diploma or degree is an asset

## **PART V – UNIVERSITY SIGNOFF**

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

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Director, Human Resources Services

.....  
University Vice - President

Date: .....

Date: .....

### **FOR HUMAN RESOURCE SERVICES USE ONLY:**

Evaluation Point Results: Knowledge and Skills: 106 Accountability: 40 Mental Demands: 26 Working Conditions: normal University environment Total Points: 172 Pay Level: Level 6
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