

MEMORANDUM OF AGREEMENT
Indigenous Recruitment and Transition Officer

D.1.12 Indigenous Recruitment and Transition Officer

This position reports to the Director, Recruitment & Retention. This position includes duties as follows:

- a) Participate in the development and delivery of the University's off-campus and on-campus recruitment campaign, focusing primarily on Indigenous students.
- b) Serve as a contact between middle-years schools, secondary schools, adult learning centres, and the University, including attending relevant school and community events.
- c) Participate in recruitment travel and planning, including (but not limited to) the Manitoba Indigenous recruitment group.
- d) Create and maintain relationships with Indigenous communities, students, and funders.
- e) Provide positive programming and experiences on the Brandon University campus for visiting Indigenous students.
- f) Provide and deliver information about programs and services to students while being informed of changes and updates.
- g) Participate in transition to university initiatives (e.g., first year advising, orientation, etc.) and provide direct support for the University's retention programming and events.
- h) Train and supervise student assistants as appropriate, including those in student ambassador and peer-mentoring roles.
- i) Make referrals to, consult with, and liaise with other Brandon University offices and Departments as well as community resources.
- j) Collect, maintain, and report on usage and records of activities.
- k) Perform other appropriate duties as may be assigned by the Director, Recruitment & Retention through consultation with the incumbent.



On behalf of BUFA

Print Name: GAUTAM SRIVASTAVA

Date: September 7, 2023



On behalf of Brandon University

Print Name: KOFI CAMPBELL

Date: September 8, 2023