

**MEMORANDUM OF AGREEMENT**  
**Indigenous Student Transition Program Coordinator**

The Parties hereby agree on the following job description for the Indigenous Student Transition Program Coordinator. This description will replace the current Coordinator of Indigenous Services language in Appendix D.1.2 of the current Collective Agreement.

**D.1.2 Indigenous Student Transition Program Coordinator**

This position is responsible to the Director, Indigenous Peoples' Centre and Aboriginal Initiatives for the provision of leadership and directives regarding current and new initiatives of the AI and Bee Wagner Indigenous Student Transition Program. This position will consult with Knowledge Keepers, Education Counsellors, Student Services professionals and communities as appropriate. The position aims to enhance access to and success at Brandon University for these learners.

The position includes duties as follows:

- a) In collaboration with the Director and Knowledge Keepers, determine the direction and long term objectives of the Program and develop a strategic plan;
- b) Coordinate the design, delivery and evaluation of the program in response to academic programming and student needs;
- c) Facilitate and coordinate the admission and registration procedures and policies for the program;
- d) Produce reports relating to the evaluative aspects of the program;
- e) Evaluate the suitability of and academic support required for the program's applicants based on an assessment of their application to the program;
- f) Monitor and report overall student progress throughout each semester;
- g) In consultation with the Director, Indigenous Peoples Centre, and the Communications Office, develop, maintain and approve all advertisements and promotional material and/or information related to the program;
- h) Recruit students into the program via on and off campus presentations, information fairs, open houses, conferences etc.;
- i) Represent the program on internal and external committees and agencies as needed;
- j) Provide information about and make referrals to appropriate resources both on and off campus;
- k) Such other appropriate duties as assigned by the Director, Indigenous Peoples' Centre and Aboriginal Initiatives through consultation with the incumbent.

  
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On behalf of the BUFA

Print Name: *BRYAN HILL*

Date: *FEB 20, 2020*

  
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On behalf of Brandon University

Print Name: *STEVEN  
ROBINSON*

Date: *20 FEB 2020*