

Memorandum of Agreement

Between Brandon University and the Brandon University Faculty Association

Re: Reclassification Of Position From Instructional Associate Heath Studies To Administrative Associate To Better Reflect The Job Responsibilities. (see attached job description)

The Parties agree to the following:

- That the attached job description titled "Coordinator, Indigenous Health Studies Transition Initiative, Heath Studies" be added as a new job description in Appendix D.2.3 of the CA.
- Upon signing of this MOA the revised job description will be posted in the BUFA collective agreement on the HR website.
- Effected September 1, 2016 the position held by Andrea Hinch-Bourns will be reclassified to Administrative Associate II and she will be placed at the step within that rank such that the effect of her reclassification results in a lateral move to the rank of AA II. A new employment contract will be issued to reflect this change.

Date: November 30, 2016

Sharon Hooper

For Brandon University

[Signature]

For BUFA

D.2.3 Coordinator, Indigenous Health Studies Transition Initiative, Health Studies

This position reports to the Dean of the Faculty of Health Studies. The position includes duties as follows:

- a) Coordinates the development and implementation of the Indigenous Health Studies Transition (IHST) initiative;
- b) Participates in the development and implementation of pre-enrolment and on-going advising to assist students with academic, personal, social, vocational, and financial concerns;
- c) Provides information about and undertakes referral counselling to appropriate resources both on and off campus;
- d) Serves as an advocate for students and groups of students;
- e) Participates in the development, maintenance, and assessment of student support systems and programs;
- f) Plans and conducts orientation sessions for IHST students;
- g) Reviews applicants for admission to the IHST;
- h) Maintains student records;
- i) Participates in recruitment, public speaking, public relation activities, and develops promotional materials to promote the IHST initiative;
- j) Serves as a liaison with Indigenous communities;
- k) Promotes cross cultural programming in Health Studies;
- l) May be required to teach up to 3 credit hours in the IHST initiative;
- m) Performs other duties (such as simulation operator) as may be assigned by the Dean of the Faculty of Health Studies in consultation with the incumbent.