

**Memorandum of Agreement**

**Between Brandon University and the Brandon University Faculty Association**

**Indigenous Student Success Officer**

The Parties agree to the creation of a new position, Indigenous Student Success Officer, at the rank of Administrative Associate. The job description is attached.

Upon signing of this MOA, the job description will be included in the BUFA collective agreement as D.1.11 and it will be posted on the Human Resources Website.

Date: Oct 25/16

Shanon Hooges

For Brandon University

Doug Romney

For BUFA

## Indigenous Student Success Officer

This position is responsible to the Director, Indigenous Peoples' Centre for the provision of services deemed to be appropriate for First Nations, Metis, and Inuit students. The position aims to enhance access to and success at Brandon University for these learners. The position may include tasks as follows:

- a) Provide and deliver accurate information and advice to students by keeping informed of all relevant university policies and procedures
- b) Provide direct support for transition to university initiatives (e.g. advising, orientation, etc.)
- c) Provide direct support for the University's retention initiatives (e.g. Success1, Early Alert, etc.)
- d) Plan programs and services in the areas of outreach, orientation, holistic and developmental advising,
- e) Provides academic assistance e.g. coordinating the use of tutors, Elders, or academic workshops.
- f) Provide information about and make referrals to appropriate resources both on and off campus
- g) Such other duties as may be assigned by the Director, Indigenous Peoples' Centre through consultation with the incumbent.