

**YUKON UNIVERSITY**  
**POSITION DESCRIPTION**

**PART I - IDENTIFYING DATA**

**Position Number:** YC1930

**Headquarters:** Ayamdigut Campus

**Position Title:** Student Engagement

Coordinator

**Supervisor's Name:** Erin McMichael

**Incumbent:**  
Student Life

**Supervisor's Title:** Registrar & Associate Vice President,

**Division:** Student Success Division

**Date Description Created:** July 2012

**Date Revised:** June 2021

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

Reporting to the Registrar & Associate Vice President Student Life, the Student Engagement Coordinator is responsible for the planning, implementation, and assessment of a broad range of educationally meaningful student-learning focused initiatives and services. The position requires a high degree of collaboration and integration with academic and student life units at all campuses. Primary areas of responsibility include orientations and transitions, student involvement/engagement activities, recreation, clubs, student leadership and mentorship programming, strategic initiatives related to the development of services in collaboration with other key student services such as Academic Support, Advising, Wellness and Campus Housing service units. This position will also be the primary support and liaison to the student union.

**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):**

a) Plan, implement, and assess from conception to completion, programs and services that are student-learning centered and meant to enhance the transformational co-curricular student experience at Yukon University.

**Orientations and Transitions**

- Chair the Orientations and Transitions Steering Committee to create annual program and student learning outcomes for all campuses.
- Lead the annual co-curricular orientations and transitions programming with the support of students, faculty and staff from across the institution.
- Hire, train and manage Orientation Student Leaders to foster peer relationships and mentorship opportunities.

**Recreation**

- Design, develop and implement recreation programs and spaces including regularly scheduled fitness activities and special events that enable students to enhance their wellbeing.
- Hire, train and mentor Student Recreation Leaders each semester to oversee the activities and Fitness Center.

- Develop, implement and continually evaluate a comprehensive risk management strategy for all recreation programs and spaces.
- Work with cross-institutional units to schedule and monitor usage of recreation spaces by external individuals and organizations.
- Provide usage guidelines and expectations to both internal and external groups to create safe, respectful, inclusive and high-quality recreation environment.
- Clean and maintain recreation spaces daily.

#### Student Union

- As the official liaison between Yukon University and the Yukon University Undergraduate Student Union, advise and cultivate strong relationships between the Executive Council and key institutional governing bodies and stakeholders.
- In partnership with outgoing members, oversee the annual Executive Council nominations, elections and training.
- Support the student union to create and maintain a strategic plan, operational policies and procedures and regular meeting schedule.

#### Student Leadership Program

- Working with partner units in the Student Success Division, design and implement the Student Leadership Program on an annual basis.
- Support the Student Engagement student leaders to create leadership learning opportunities and activities for their peers (e.g., Student Leadership Conference).

#### Clubs

- Encourage and support students to create student-led clubs to foster learning and leadership opportunities that complement the academic curriculum.
- Create and maintain Yukon University club procedures and manuals, registration forms and operations training for club members.
- Support coordination and communication of on-campus club events and activities to ensure active engagement with the University community.

#### Student Engagement Activities

- Working with students, staff and faculty, plan and co-host regular and special events and activities at all campuses to create an environment in which students can thrive.
- Create yearly activities schedule and collaboratively supervise the student activities communication plan to ensure strategic use of institutional resources.

#### Student Communication

- In partnership with faculty, the University and External Relations Office, and the Student Success Division, design communication strategies and collateral related to registration, orientations, student events, recreation, clubs and campus events. Strategies and collateral may include the student life webpages, social media, and print media.
- Assist external stakeholders by coordinating bi-directional communication with students.

#### Strategic Initiatives

- Oversee and execute student consultation related to the emerging priorities of the Office of the Registrar (e.g., tuition and fee consultations).
- Act as a representative on various committees as directed by the Registrar and Dean of Enrolment Services.

### Program Evaluations

- Establish unit evaluation strategies to assess ongoing program effectiveness and alignment with broader co-curricular student learning outcomes.
- Using evidence-based practices, identify and develop programs and services that address dynamic student population needs.
- Provide monthly and annual reports as required that highlight the accomplishments and challenges that impact the student experience.

### Community Partnerships Research and Funding

- Identify and develop potential community partners and funding opportunities to expand the Student Engagement portfolio.
- As needed, develop and manage research projects and practices to continually identify best practices to enhance services and share with the local and broader post-secondary community

**Approximate percentage of job time above functions are performed: 70%**

- b) Supervise and oversee the Student Engagement team and programs and initiatives.
- Supervise the recruitment, selection, hiring, training and mentoring of unit staff as well as the co-creation, management and adjustment of employee work plans.
  - Oversee the recreation spaces and programs including:
    - recruit and supervise Recreation Instructions for regularly scheduled fitness classes and activities
    - gymnasium, storage rooms, Fitness Centre and change rooms.
  - Hire, train, manage and mentor student-staff leaders for the orientations and transitions, recreation and campus activities areas.

**Approximate percentage of job time above functions are performed: 15%**

- c) Participate as a member of the Student Success Division Wellness Team.
- Participate in regular Wellness Team meetings to support divisional strategies, student success outcomes, and team cohesiveness.
  - Advance the goals, strategies, values, and student success outcomes of the Student Success Division through active involvement within the Yukon University learning community (e.g. fall huddle, townhall meetings, institutional events).
  - Coordinate and represent Student Engagement unit's initiatives and programs in coordination with other members of the Student Success Division Wellness Team to achieve student success outcomes.
  - Participate in the planning and implementation of divisional staff development initiatives (e.g. staff retreat).

- Meet regularly with and submit a monthly report to the Co-Department Head, Student Success Division.
- Develop and manage unit budget through variance reporting, forecasting, and monitoring.

**Approximate percentage of job time above functions are performed: 10%**

**2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):**

- Serving as a member and or chairing other University committee(s) as required
- Performs other related duties as required.

**Approximate percentage of job time above functions are performed: 5%**

**3. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

One Year

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

**1. a) List Acts, Regulations, and /or Policies/Procedures with which the incumbent must be fully familiar in order to perform the position's functions:**

- Yukon University Act
- Yukon University Policies and Procedures
- Yukon University Academic Regulations and Procedures
- Yukon University Academic Calendar
- Yukon University partnerships and agreements with relevant stakeholders
- Yukon Societies Act
- Yukon Access to Information and Protection of Privacy Act
- Yukon Human Rights Act
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans

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

Yes – correctly administering a) above in daily work

**2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

- Co-Department Head, Student Success Division:  
o Student Success Division Work Plan

- Future direction and growth of the Student Engagement Unit

ii) Faculty and Academic Support Staff:

- Integration of co-curricular and curricular programming

**b) Who normally makes the final decisions with respect to those recommendations?**

i) Co-Department Head as lead of the Student Success Division

ii) Faculty and Academic Support Staff responsible for academic curricular programming

**3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Decisions within the scope of:

- Purchases within delegated limits (\$5,000) in accordance with approved budget
- Student Engagement unit work plans and regular functions
- Various committee terms of reference and project plans

**b) What is the direct impact of those decisions?**

- Impact on student satisfaction and success
- Impact on project/program success
- Impact upon University reputation in the community

**C) Freedom to Act**

**1. Describe the way in which this position receives direction:**

Collaboratively, the Co-Department Head and incumbent establish goals and objectives (informed by the Student Success Division and Senior Executive Committee work plans) and the incumbent recommends methods for achieving set goals and objectives.

**2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?**

See B. 1 a)

**3. How is the work of the position normally checked or evaluated?**

Through bi-weekly meetings, as well as performance plan reviews; the supervisor's review of progress relative to the strategic plan and other work plans; periodic feedback from internal and external stakeholders and program reviews and evaluations.

**4. What types of decisions are normally referred to the supervisor? (Give examples)**

- Expenditures beyond delegated limits
- New policies and procedures
- Significant changes in programs and services

**D. Financial Accountability**

**1. a) Annual Budget (for unit under the direct control of the position):**

Fiscal year:	\$325,000
Annual payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

**b) Who prepares this budget?**

Incumbent prepares the budget for review by the supervisor.

**c) What is this position's accountability for budget once allotted?**

Adherence to University financial policies and procedures and to the approved Student Engagement budget.

**d) Does position have authority/ability to reallocate resources?**

No

**e) Signing authority levels:**

Up to \$5,000

**2. Other expenditures or revenues influenced by this position and how.**

The incumbent may apply for external sources of revenues including grants for research and/or program development and delivery.

**E. Management Supervision of Human Resources**

1. No direct supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly: Permanent \_\_\_\_\_  
Aux/Casual 12-14

Number of positions supervised indirectly: Permanent \_\_\_\_\_  
Aux/Casual \_\_\_\_\_

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- a) show colleagues how to do tasks
- b) train other employees in work procedures
- c) assign work and review for quality/quantity
- d) establish work priorities and schedules
- e) change duties and responsibilities
- f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of probationary period
- h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- j) interview candidates for vacant positions in the unit
- k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) other (describe)

**F. Key Personal Contacts**

<b><u>Who (what positions or groups)</u></b>	<b><u>Purpose</u></b>	<b><u>Frequency</u></b>
Registrar & Associate Vice President, Student Life Bi-weekly		Direction
Student Success Division Team	Collaboration	Daily
Managers/Coordinators	Liaison	Weekly
Instructors	Liaison	Daily
Administrative Staff	Liaison/Consultation	Daily
Committees	Liaison/Consultation	Weekly
Funding Sources	To discuss possible funding partnerships	Monthly
Community Groups/Agencies/Employers Students/participants	Partnerships	Monthly
Student Union	Liaison	Daily

**G. Tools, Equipment, or Machinery Used**

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Computer	Word Processing, e-mail, spread sheet, Database, electronic calendar, Banner, and Internet search, event and service information Posting on electronic mediums	65-70%
Telephone	Communications	8%
Photocopier	Photocopying	2%
Recreation Equipment	Set up and put away recreation equipment for sports activities (balls, nets, volleyball net posts, weights, benches, etc.)	10%
Cleaning Supplies	Daily cleaning of the Fitness Centre and related recreation spaces	10%

#### **H. Working Conditions**

Describe any adverse conditions that are normal and expected in the job.

##### **a) Describe weights lifted:**

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Equipment, Materials and Supplies	up to 20kg	5%
Recreation and Fitness Centre Equipment	up to 45 kg	5%

##### **b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?**

<u>Type</u>	<u>Percentage of time</u>
Sitting at computer or meetings	60%
Standing at activities	30%
Pushing, pulling, lifting, carrying recreation equipment	10%

##### **c) Describe any physical hazards present:**

<u>Type</u>	<u>Percentage of time</u>
Moving heavy (up to 45kg) recreation equipment	10%
Occasional programming outdoors in adverse weather	5%

##### **d) Describe special physical conditions leading to discomfort:**



Type

Percentage of time

Not applicable

e) **Interpersonal Conditions:** Check any of the following conditions, which are normal and expected in the job and **give examples:**

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- students or staff under work related stress
- other:

*Examples in support of above:*

f) **Travel Required**

- |   |                    |
|---|--------------------|
| a) average number of trips annually     | 2                  |
| b) average number of days per trip      | 4                  |
| c) average distance per trip            | 1,200 to 1,500 KMs |
| d) most frequent mode of transportation | plane              |

## I. **Organization Chart**

### **IMMEDIATE SUPERVISOR'S POSITION**

Title: Registrar & Associate Vice President, Student Life Classification Level: Excluded

### **PEER POSITIONS: (all those reporting to the same immediate supervisor)**

Title: Instructor/Coordinator, Student Success

Classification: Level 9

Title: First Nations Student Navigator

Classification: Level 8

Title: International Student Advisor

Classification: Level 8

Title: Manager, Campus Housing

Classification: Level 10

Title: Counsellor

Classification: Level 9

Title: First Nations Cultural Coordinator

Classification: Level 9

Title: Instructor/Coordinator, Writing Centre

Title: Learning Strategist

Classification: Level 9

Classification: Level 9

**ORGANIZATION CHART:**

**SUBJECT POSITION TITLE: Student Engagement Coordinator**

**SUBORDINATE POSITIONS:**

Title: Recreation Instructor

Classification Level: Casual, Level 9

No. of Employees: 6-8

Title: Student Leaders

Classification Level: Casual, Student

No. of Employees: 6-8

**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).

.....

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**

### **To be completed by the Dean/Director or designate**

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

- Knowledge of issues, challenges and opportunities related to post-secondary student services and of pertinent student development theory
- Experience and capacity to supervise student leaders, student services staff, and recreation staff
- Demonstrated experience with change management processes to lead within a constantly fluctuating environment.
- Experience managing complex programs including development, planning, and implementation of innovative ideas collaboratively with stakeholder groups.
- Excellent leadership, relationship building and interpersonal skills and commitment to a collaborative team model of decision-making and operations management.
- Demonstrated project management skills necessary to lead multiple projects such as; setting goals and objectives, establishing schedules, coordinating resources, priority setting and time management.
- Experience with the creation of new programs, policies, procedures and protocols.
- Ability to resolve conflicts and maintain flexibility and calmness with unexpected occurrences.
- Exceptional communication abilities with excellent interpersonal, diplomatic, oral, written, public speaking and listening skills.
- Excellent computer skills and ability to create and execute effective communication plans using a variety of mediums.
- Experience planning, creating and delivering workshops and large-scale events, and experience working with volunteers.
- Strong research and analytical skills along with experience with metrics and quality assurance processes
- Proven ability to leverage partnerships, source funding, write grant proposals
- Flexibility in schedule as some student activities may be in the evening and weekends

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

Degree (with preference for a Master's in Education, Student Life/Affairs, Social Sciences or other pertinent degree) and progressive experience leading within a post-secondary environment including strategic planning and coordination of student services programs, services, budgets and students.

Valid Driver's Licence

First Aid and Food Safe

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

**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.

.....

.....

Director, Human Resources Services

University President

Date: .....

Date: .....

**FOR HUMAN RESOURCE SERVICES USE ONLY:**

Evaluation Point Results:

Knowledge and Skills:	160
Accountability:	46
Mental Demands:	46
Working Conditions:	0
Total Points:	252
Pay Level:	08