



JOB DESCRIPTION

Position	Student Development Officer – Students of African Descent	Date	May 2020
Classification	Hay (Provisionally Rated)		
Dept	Student Affairs		
Reporting To	Director, Student Affairs	Group	Non-Union

PURPOSE:

Responsible for the development and execution of African Nova Scotian and African Canadian student recruitment and retention strategies in partnership with Enrolment Services, including student well-being and support and maximization of student retention. This position will serve as a key point of contact for Canadian students of African Descent by providing effective, efficient, friendly, and reliable service, counselling and support. The incumbent will inform, promote, and recruit students and collaborate in providing transitioning, academic, and mentoring support to students enrolled at CBU in all fields of study. The incumbent will be responsible to develop and maintain effective relationships with community representatives and develop new ideas to ensure student development and success.

SPECIFIC RESPONSIBILITIES:

- Provide current students with access to student mentoring and up-to-date information.
- Establish and maintain effective relationships with community representatives and promote CBU as the University of choice.
- Maintain strong relationships with colleagues in other support areas and ensure students are referred to appropriate services on a timely basis – tutoring, disability, counselling, and Writing Centre are examples.
- Be a key liaison with the Community United for Black Education (CUBE) in the Cape Breton community and develop programs to enhance opportunities for students of African descent.
- Assist in the collaborative task of creating a recruitment strategy to increase African Descent student enrolment at CBU.
- Use professional judgement and discretionary authority to resolve problems and address concerns and issues related to admissions, registration, student accounts, student records and transcripts, tuition, exams, exchange programs, course planning (including advising on transfer credits), financial aid, and scholarships.
- Support students with course selection and advising; on request sit with students when receiving advice from faculty on course selection and advice.
- Organize student orientations, resource days, and university tours for high school students.
- Coordinate and deliver on recruitment initiatives for parents, students and mature student learners.
- Connect with CBU Alumni to enhance the profile of graduate success stories.
- Use cultural knowledge and expertise to implement solutions to student issues, or, where

required, research and recommend policy/procedural improvements. Successful candidate will have strong lived experience within the African Nova Scotian community.

- Design and implement co-curricular activities (student volunteering, society involvement, extra-curricular activities, etc.) to increase campus awareness and inclusivity of peoples and perspectives of African descent.
- Encourage African Descent students to take part in CBU events and programs.
- Establish a student society within Students' Union for Canadian students of African Descent and serve as a mentor to this group.
- Assist with scholarship interviews and eligibility for student awards.
- Keep accurate yearly statistics on the number of African Descent students enrolled at CBU in all programs in collaboration with Enrolment Services and develop strategies to ensure student success.
- Work with Marketing & Communication to develop a recruitment and retention strategy for channels of communication for students of African Descent.
- Participate in recruitment activities which will involve travel and community involvement.
- Other related duties as assigned.

Keep up to date with CBU policies and procedures such as Academic Calendar, student finance policies and procedures, articulation agreements, and secondary school course codes. Duties and assignments will evolve and will require flexible work hours, including some weekends and evenings.

QUALIFICATIONS:

- Completion of an undergraduate degree (CBU graduate preferred).
- Minimum of five (5) years of related experience, preferably in a post-secondary environment.
- Demonstrated excellent leadership and problem-solving skills.
- Experience working with a student demographic and be mentorship qualities.
- Preference will be given to candidates who are of African Descent.
- Willingness and aptitude to learn and apply academic and financial regulations.
- Adept in the use of social media.
- Excellent interpersonal and communication skills with tact and cultural sensitivity.
- Ability to work in a team environment and maintain good working relationships with other employees.
- Good judgement skills and the ability to maintain confidentiality and privacy.
- Familiarity with Canadian and provincial student loan policies and scholarship opportunities for students of African Descent is an asset.
- The nature of the position requires travel. Clean driving abstract required.



Student Development Officer -
Students of African Descent

Date

Director, Student Affairs

Date

Revised	2020
Evaluated	

