The University of Victoria (UVic) Faculty of Law has a longstanding commitment to and international reputation in Indigenous law and Indigenous legal education which has culminated in the development of the Canadian Common Law and Indigenous Legal Orders joint degree program (JD/JID) and the establishment of a centre for Indigenous law. The JD/JID program is the first of its kind in Canada and unique globally. Combining a degree in Canadian Common Law (JD) and a degree in Indigenous laws (JID), the JD/JID program will help to fill a rapidly increasing demand for legal professionals able to work across multiple legal systems. The centre for Indigenous law will support Indigenous programing throughout the faculty including the JD/JID program and the Indigenous Law Research Unit (ILRU), stimulate research, and bring people together from across Canada to learn about Indigenous Laws. It will serve as an engine for Indigenous engagement across the country and will be a model for how to understand, practice, and work with Indigenous legal systems worldwide.

The Assistant, Indigenous Initiatives, will support the administrative needs of the JD/JID program and provide general administrative support to the Faculty of Law in relation to Indigenous law, legal education, research and support services. In this role the Assistant will support the Director of the JD/JID Program, the Manager of Indigenous Initiatives, and other faculty and staff in their work as it relates to Indigenous law, legal education, research and support services. The responsibilities will include supporting program administration and delivery, student services, communications, recruitment and community relations. The position will work closely with and directly report to the Manager of Indigenous Initiatives.

The Assistant will also support the Indigenous initiatives within Faculty of Law, assisting with event, conference and workshop organization. As this position will support programs and events that may take place in the evenings or on weekends, the ability to occasionally work outside standard business hours would be an asset.

They will also be required to perform other duties similar in scope and complexity within a team-oriented environment at the Faculty of Law.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. **Responsibility:**
   Administrative support to the Director, JD/JID Program, the Manager, Indigenous Initiatives, and general administrative support for Indigenous initiatives across the faculty (60%)

   **Duties:**
   - Coordinate the Director’s and Manager’s calendars.
   - Schedule, organize and provide assistance in the preparation for meetings.
   - Compose correspondence for the Director, Manager and other faculty and staff as needed.
   - Collect, track and appropriately manage documents and information for the Director, JD/JID Program.
   - Manage phone, email and in person inquiries in a professional and compassionate way, evaluating and initiating an appropriate response, providing information and support or referring and/or assigning enquiries to appropriate faculty and staff.
- Assist the Manager and others involved with the planning, coordination and implementation of collaborative community-based legal education (field schools) for the JD and JD/JID Programs. This includes assisting with the coordination of facilities, community instructors, travel, accommodation and hospitality.
- Prepare and reconcile payment requisitions, honoraria payments, travel reimbursements and accountable advances.
- Assist with budgeting, tracking, reconciling and reporting for payments for field schools and other initiatives and programs as required.
- Provide administrative support for committees within the Faculty of Law that relate to Indigenous law and legal education. This support includes managing committee membership, scheduling meetings, organizing catering, hospitality, gifts and honoraria, assisting with the preparation and distribution of communications, taking minutes, and communicating and providing service to a variety of diverse community members, including leaders, Elders, knowledge keepers, residential school survivors, and students.
- Maintain filing system for electronic and paper information and determine appropriate handling and storage of documents.
- Assist in creating and maintaining contact lists & mailing lists.
- Work with the Manager, Indigenous Initiatives, on creating administrative policies and procedures.
- Support the Faculty of Law in establishing and maintaining a coordinated communications approach with Indigenous communities.
- Support in the preparation of reports and presentations.
- Purchase gifts and order office and teaching materials as needed for the JD/JID courses.
- Provide more general administrative support within the Faculty.

2. Responsibility:
Event Coordination, Communications and Community Engagement Support (25%)

**Duties:**
- Assist in the organization of recruitment activities, including event coordination and travel booking.
- Support and assist with the development and organization of events, conferences, meetings and workshops related to Indigenous law and legal education. This includes contacting and scheduling speakers and resources, coordinating catering, booking rooms, set up and cleaning, arranging travel itineraries, collecting RSVPs, preparing gifts and/or honoraria for guests, Elders and community members attending events, greeting guests and providing audio visual and video conferencing support.
- Assist with event follow-up, including creating, distributing and tabulating feedback forms, issuing thank you notes and supporting the creation of reports or proposals related to the event.
- Assist with drafting, editing and updating a variety of written communications materials, including websites, brochures and reports.
- Provide assistance with the marketing, advertising and promotion of events.
- Process and submit travel advances, travel claims, business expense reimbursement claims, purchase orders, event contracts, and invoices.

4. Responsibility:
Student Services (15%)

**Duties:**
- Assist with the JD/JID program recruitment and admissions processes, including guiding interested students to the appropriate materials, resources and people.
- Work closely with the Faculty of Law Student Services Office to ensure effective delivery and program support of the JD/JID program in the following responsibilities:
  - Assist with the communication of program specific information to JD/JID students.
  - Assist with student support issues, referring JD/JID students to the Student Services Office and student support services as needed.
  - Provide information on access to student support resources such as tutoring or other resources available to UVic Law students (on and off campus), academic accommodation, concessions and appeals processes, and counselling and personal support.
  - Ensure that current and prospective students know where to access information on program requirements, University and Faculty policies and procedures.
  - Assist with the administration of exams.
  - Handle confidential information requiring tact, sensitivity and discretion.
- Support other special projects within Student Services as required.

## REQUIRED QUALIFICATIONS:

### Skills:
- Excellent interpersonal skills with the demonstrated ability to relate well and work effectively within a team environment as well as the larger UVic community and external agencies, with particular mindfulness of historical experiences and trauma when working across cultures.
- Excellent administrative and organizational skills with a high degree of attention to detail and ability to multi-task in a fast-paced environment.
- Proven aptitude for creative problem solving and conflict resolution.
- Excellent communications skills with the ability to liaise with students, faculty, student support teams, and communities in a professional manner, exercising outstanding customer service, tact, good judgement and knowledge of protocol while maintaining confidentiality.
- Ability to handle complex and sensitive interactions, exercising initiative, good judgment, tact and empathy when dealing with situations which may involve emotional or stressful circumstances.
- Strong written communication skills with a proven ability to create, compose and edit a variety of written material.
- Self-directed with the proven ability to determine work priorities and act on them with minimal direction.

### Specialized Knowledge/Education:
- A good understanding of reimbursement and accounting procedures, preferably within a post-secondary environment.
- Aptitude in navigating and effectively using a wide range of software including Microsoft Office, Outlook, Excel, web development software, social media platforms and presentation software.
- An understanding of Indigenous laws, protocols, knowledge and societies is essential.
- Knowledge of local Coast Salish and BC Indigenous histories and protocols would be considered an asset.
- Knowledge of the Canadian legal education system would be considered an asset.

### Experience:
- Three years of experience in providing administrative support, preferably in a post-secondary setting.
- Experience in providing customer service to a variety of stakeholders including students, faculty and the general public with the ability to problem solve and handle each situation with tact and professionalism.
- Demonstrated experience in event planning.
- Experience in handling confidential and sensitive information.
- Experience in working in partnership with communities, in particular Indigenous communities.

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