

## Supporting Aboriginal Graduate Enhancement (SAGE) Co-Coordinator (Waterloo/Kitchener Campus) 2025-2026

### Job Description:

We are currently hiring for the casual part-time position of SAGE Co-Coordinator within the Indigenous Student Services and Transition and Learning Services teams. This role provides peer-based support for Indigenous Graduate Students studying at Wilfrid Laurier. As a SAGE Co-Coordinator, you will create impactful programming to help students develop strong academic skills, build community, and support with the completion of their studies. This role works collaboratively with their counterpart, the SAGE co-coordinator for the Brantford and Online campuses, and will require both in-person and virtual events.

*All candidates must be of Indigenous ancestry (First Nations, Métis, Inuit) and be able to verify this through [Laurier's Indigenous Identity Verification Process](#) prior to being hired.*

### Responsibilities:

#### *Relationship Building*

- Strengthen relationships and build community with Indigenous graduate students
- Collaborate with other on-campus departments to facilitate relevant programming
- Maintain regular communication with the Indigenous Learning Consultant and attend meetings with the Indigenous Student Services, Office of Indigenous Initiatives, and Transition and Learning Services teams as necessary.

#### *Program Development and Management*

- Organize and host 1 monthly in person gathering of Indigenous graduate students throughout the academic year
- Support other programming and event initiatives for graduate students
- Maintain program filing system and other duties relative to programming, including tracking student participation in all program-sponsored events and activities.
- Compile and maintain event and yearly reports with pertinent information for future coordinators
- Take the lead in creating promotional materials for all program activities

#### *Advocacy*

- Represent Indigenous graduate student voices on the Indigenous Postsecondary Education Council (IPEC), which meets roughly 3-4 times per year. This responsibility is shared with the other co-coordinator

### Supervisor:

Under the supervision of the Learning Consultant, Indigenous Academic Success Programs (IAS), Indigenous Student Services

### Qualifications:

#### Required

- Must be enrolled as a graduate student at Wilfrid Laurier University

- Knowledgeable of Indigenous graduate student needs and experiences in postsecondary.
- Knowledgeable and sensitive to working with diverse Indigenous student populations.
- Able to work collaboratively with others and independently with minimal supervision.
- Must have excellent communication skills, time management, and organizational skills.
- Self-starter with the ability to take the initiative in organizing events and projects.
- Knowledgeable of Indigenous Student Services and the Office of Indigenous Initiatives and other relevant campus services.
- All candidates must be of Indigenous ancestry (First Nations, Métis, Inuit) and be able to verify their claim by disclosing their active connection to their identified community

**Preferred**

- Have previous experience supporting program coordination.
- Employment or volunteer experience in Indigenous communities or with Indigenous organizations.

**Job Details:**

Rate of Pay                                   \$25 per hour (approximately 10-15 hours per month)  
 Term:   September to December 2025, with possibility of extension through the Winter 2026 term  
 Position Start Date:                       August 2025  
 Number of Positions:                       1

**Application Process:**

Deadline to Apply:                       March 21, 2025, at 11:59 p.m.

To apply, please submit a current resume, and in lieu of a cover letter, a 2-4 minute video answering the following questions:

1. Share a moment of success you've experienced (personal, academic, spiritual, etc.) while in university
2. What is a barrier that Indigenous students face in graduate studies?

Resumes and video submissions (link or file) must be emailed to [studentsuccess@wlu.ca](mailto:studentsuccess@wlu.ca) by March 21 at 11:59 p.m. Please ensure your video has open access for all hiring committee members to review.

Interviews:                                   Online interviews will be held in April between 9 a.m. - 4 p.m.  
 Hiring Committee:                       Members from Indigenous Student Services and Transition and Learning Services

For more information, please email [studentsuccess@wlu.ca](mailto:studentsuccess@wlu.ca)