

COVER PAGE

PROJECT INFORMATION

Please complete the fields below with information regarding your project.

Project Title Community of Support McGill and Black Student Pathway(Faculty of Medicine)

Brief Description A program to support prospective health professions students who self-identify as Black.

Total Estimated Project Budget \$85 000 **Amount Requested from SPF** \$70 000

Campus(es) Impacted Downtown Macdonald Gault Nature Reserve Other Outaouais

CONTACT INFORMATION

Project Leader

This person must be a current McGill University student, administrative staff, or academic staff.

Name	<u>Dr.Pascale Caidor</u>	Affiliation	<u>Administrative Staff</u>
Phone	<u>5149653288</u>	Faculty/Unit/Organization	<u>SACE and Admission</u>
Email	<u>pascale.caidor@mcgill.ca</u>	Campus	<u>Downtown</u>

Project Team Members

The SPF encourages you to be inclusive, collaborative (especially between staff and students), diverse, and interdisciplinary when possible. To list more members, please complete a second cover page. You may e-mail it to [SPF Staff](#) to include with your application.

Name	<u>Kate Hooton</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>kate.hooton@mcgill.ca</u>	Faculty/Unit/Organization	<u>Admission Office</u>
Name	<u>Victoire Kapdé</u>	Affiliation	<u>Undergraduate</u>
Email	<u>victoire.kpade@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Faculty of Medicine</u>
Name	<u>Clement Bélanger</u>	Affiliation	<u>Undergraduate</u>
Email	<u>clement.belangerbishinga@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Faculty of Medicine</u>
Name	<u>Dr. Saleem Razack</u>	Affiliation	<u>Academic Staff</u>
Email	<u>saleem.razack@mcgill.ca</u>	Faculty/Unit/Organization	<u>Faculty of Medicine</u>
Name	<u>Dr. Nicole Li-Jessen</u>	Affiliation	<u>Academic Staff</u>
Email	<u>nicole.li@mcgill.ca</u>	Faculty/Unit/Organization	<u>Faculty of Medicine</u>

SUBMISSION INFORMATION

In line with the [SPF Eligibility Criteria](#), our team certifies that this project takes place at [McGill University](#), is sustainability focused, is requesting seed funding, and is action oriented. Yes No

Our team has read the [SPF Terms & Conditions](#) and agrees to respect them. Yes No

Our team understands that this application is not confidential and consents to have its contents shared with relevant stakeholders during the review process and, if approved, on the SPF website. Yes No

Our team agrees to have [their contact information](#) included in the complete and shared application. Yes No

PROJECT OVERVIEW

Instructions: Please answer the questions below as clearly and concisely as possible. You will be able to detail your project further in Part 2 of the Over \$5,000 application process, the Project Plan, as well as submit relevant appendices. Once you have completed this Project Overview, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks and send you Part 2. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

Before starting, you may find it helpful to consult the [SPF Sustainability Brief](#) and [Vision 2020 Climate & Sustainability Action Plan](#).

CONTEXT

Criteria assessed in this section: **SUSTAINABILITY FOCUSED, ANALYSIS**

- 1. What specific sustainability-related need/issue have you identified at McGill and aim to address through your project? In your response, please describe clearly how the need/issue is related to sustainability.**

Note: Please wait to detail your project idea in response to Question 5. Limit ~100 Words

While McGill has a diverse student body with many racialized and ethnic groups represented, only 1.5% (Social Accountability and Community Engagement Office (SACE) diversity survey, 2020) of students admitted to Medicine this year self-identify as Black. Increasing student diversity is a strategic imperative for the Faculty of Medicine and Health Sciences (FMHS) (as stated in the 2019 UGME report), because underrepresentation of Black students among future health professionals perpetuates inequalities in access to and quality of healthcare in our communities. This project addresses the social dimension of sustainability, in particular the "long term equitable distribution of opportunities and access".

- 2. How do you know this is a need/issue? What research have you done (e.g. consultation, observation, survey)?**

Limit ~100 Words

The FMHS Community of Support (COS) and Black Student Admission Pathway (BSAP) Projects aim to both increase the representation of Black Students within the health professions programs and support prospective health professional students who self-identify as Black. This year-long collaborative project with the Admissions Office and the Social Accountability and Community Engagement Office of the FMHS will involve the creation of a Community Project Manager staff position to support Black students on an individual and institutional level. Part of the budget will also be allocated to the development and implementation of the support and mentoring program (honoraria for student mentors, eco-sustainable events).

- 3. What relevant information and/or best practices have you found that relate to this need/issue? In addition to information from external sources, detail any relevant related initiatives (past or current) that you are aware of at McGill.** *Limit ~100 Words*

The Faculty has affirmed many times that it places a high value on being an inclusive space that celebrates diversity. This position will work towards advancing that vision by dedicating necessary resources to increase the representation of Black students and also offer better support to Black students. In the past, the SACE Office has collaborated with the CoS program initiated by the University of Toronto. Their initiative increased Black student enrolment at UofT from <1% to 9% in 4 years. Some McGill students used these support services. Since admission

requirements are different from Ontario, it would be beneficial to have a program that is adapted to the realities of the Quebec and McGill contexts.

4. What expertise or qualifications does your team have regarding this need/issue, if any? *Limit ~100 Words*

The team includes experts in the field of diversity and inclusion (the Director and Manager of the SACE Office), the Chair of the Widening Participation Committee (wide experience with outreach program), 2 Black medical students and the Manager of the Admissions Office. This multi-disciplinary team will identify issues related to systemic barriers that can make access to medical school difficult.

PROJECT IDEA

*Criteria assessed in this section: **ALL ELIGIBILITY & EVALUATION CRITERIA***

5. In context of the sustainability-related need/issue that you previously identified, what is your project idea? Please describe the idea thoroughly and concisely. In your response, share how your project is new or how it is complementary to existing initiatives. *Limit ~400 Words*

Sustaining human capital (which includes people's health, education, skills, knowledge, leadership, and access to services) requires the implementation of a system that protects the dignity and promotes the sense of belonging of all. Black members of the community often feel disenfranchised and disempowered when historic and systemic barriers continue to be a reality. Systemic barriers within the Canadian and Quebec Health Care systems are at the root of racial inequalities affecting the health of Black Canadians. These same barriers prevent Black students from accessing medical school. The purpose of the BSAP and COS projects would be to better serve the needs of the Black community by removing biases that may be present at the admissions level and provides support during the application process. Overall, this project is designed to improve the well-being of Black students by providing much-needed resources and support networks. This initiative seeks to foster a safe, welcoming, and inclusive environment for Black students, helping to build social sustainability at McGill. The project aims to further the University's commitment to equity and inclusivity by providing support. Funding received would be dedicated chiefly to the salary for a one-year term of a Community Projects Manager. Research has shown that diversity in the student body improves the education experience by enabling students to exchange information and share value systems of different cultures (Whitla et al., 2003). Increasing the cultural competency and humility of students does not only enhance the learning environment; it has also been associated with positive outcomes in preparing students to meet the needs of a diverse population (Saha et al., 2008), therefore also benefiting patients.

The Community Projects Manager will: 1) plan and develop the McGill Community of Support (COS) and Black Student Admission Pathway (BSAP) projects in collaboration with SACE and the Admission Office; 2) act as the central liaison for ready-to-apply Black students or students within the different medicine and health sciences programs.; 3) manage large student awareness events (webinars) and campaigns about topics such as school-specific admissions criteria and application support ; 4) plan, develop, and implement projects to create spaces where black students can connect with and support each other; 5) create strategies and resources to facilitate recruitment and outreach for black students; 6) collaborate with SACE to strengthen relationships with existing campus groups/individuals who have mandates that address the issues and experiences of black students and other Universities with an existing COS program.

6. Is your project related to the University's [Vision 2020 Sustainability Strategy](#)? Yes No Not sure

7. If you answered yes to Question 6, how does it relate? Please refer to the strategy category (e.g. Research, Education, Connectivity, Operations, and Governance & Administration) or related action from the [2017-2020 Climate & Sustainability Action Plan](#) in your response. *Limit ~100 Words*

In line with the connectivity goals of Vision 2020 Sustainability Strategy, this project will improve the health and wellness of Black students, who are often marginalized and isolated, by providing them with networks of support, and combatting the prevalence of discrimination. It will raise awareness among all members of the University community about discrimination and its impacts, resulting in a more sensitive, engaged and inclusive campus. It will also foster belonging by facilitating relationships between students of all backgrounds, creating spaces where students feel welcome and included, and generating peer support and mentoring opportunities.

TRANSFORMING CAMPUS

Criteria assessed in this section: **AT MCGILL, IMPACT**

8. In the table below, describe your proposed project's 2-5 main impacts on the McGill campus community or goals to accomplish. Please check the stakeholders that will be impacted. Finally, please list at least one key **success indicator** for each impact (e.g. # people will be engaged in the project, % waste will be diverted from the landfill, # buildings will be LEED certified, etc.)

Main Impacts/Goals		McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
REQUIRED	1 Strengthening the network of support for Black students to facilitate access to medicine education	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	Increase (target 2.2%) Black students enrolled compared to Quebec population (3.2%)
	2 Improve the experience of Black medical students at McGill	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	Number of students using the programs, positive student experience survey responses
OPTIONAL	3	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	
	4	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	
	5	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	

9. Have you considered implementing your project at more than one McGill campus? (e.g. If your project is downtown, could it be implemented at Macdonald Campus as well?)

Yes No

10. If relevant, please describe your choice(s) of campus(es) and why this choice is best for your project. *Limit ~150 Words*

Medical programs take place at the downtown and Outaouais (Gatineau) campuses; our mandate is to serve students in both locations .

PART 2: PROJECT PLAN

Instructions: Please answer the questions below as clearly and concisely as possible. Once you have completed this Project Plan, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

IMPLEMENTATION

Criteria assessed in this section: **ACTION ORIENTED, FEASIBILITY, IMPACT**

1. List the key **activities** for your project and indicate the timing for these on the right. Please be specific and realistic when formulating your activities, ensuring that they are achievable within the indicated timeframe.

Key Project Activities	Start Date (MM-DD-YY)	End Date (MM-DD-YY)
Development of an annual plan for the development of the COS and BSAP project	12-01-20	12-20-20
Mentoring/tutoring activities supporting black student	01-04-21	12-20-21
Bimonthly meeting to touch base with SACE and the Admission Office	12-01-20	12-20-21
Comparing impact of different projects	12-01-21	12-20-21
Creating events to support Black Students through application and interview processes	01-04-21	12-20-21
Providing information and workshops about topics such as school-specific admissions criteria	01-04-21	12-20-21

2. Please describe what will happen to your project after the SPF funding ends. Additionally, please share if anything will be produced or installed. (e.g. a workshop guide, equipment, a toolkit, a network, website, etc.) If so, please describe these items and indicate how they will be maintained. *Limit ~200 Words*

We would like to create a page on the SACE Website with the different services we can offer with all the services that the program will provide (mentorship, webinar, etc.). It will also allow us to promote future events. The development of this program will also allow the development of a network of best practices with universities such as the University of Toronto and the University of Calgary.

We will create a program guideline for COS program that could be shared within the University and with other educational institutions. Through the creation of the guidelines and the website page, we can begin conversations with faculties, foundations and donors through University Advancement. We will seek for multi-year funding that can ensure the sustainability of the program, therefore ensuring COS will be available for Black students.

Also, this funding request is made in the context of McGill University's commitment to allocate \$15 million over a 5-year period for the deployment of a new Plan to Address Anti-Black Racism. The Provost's office is also committed to work with the Faculty of Medicine and Health Sciences to ensure the viability of any projects and new positions

created in order to facilitate the deployment of the Anti-Racism plan. We are confident that this new position can be institutionalized as it is being created in this specific context.

- 3. Please list any potential risks associated with your project and the measures you will take to reduce their likelihood.**

Main Risks	Preventative Measures
Organize isolated events to raise awareness	Organizing a campaign over several days
No sufficient concerted efforts	Wide coalition of team members and stakeholder
Difficulty to evaluate the impact of the program	Assessment of the project, using scientific techniques

STAKEHOLDER ENGAGEMENT

Criteria assessed in this section: **AT MCGILL, COLLABORATION, SUPPORT, CAPACITY BUILDING**

- 4. Please list all of the key stakeholders involved in your project, indicating their role and support. If the stakeholder has provided a support letter, please indicate so here and attach it as an appendix document.**
Note: Projects involving modifying a space on campus, making a permanent installation, hiring a full-time staff, or adding/modifying a garden, etc., must seek permission from the appropriate stakeholder(s) (e.g. building director, Campus Planning and Development office, staff supervisor, etc.). SPF Staff can help you assess if any key stakeholders need to be added to your list.

Stakeholder's Name(s)	Title	Role in the Project	Support/Permission	Support Letter
Victoire Kapdé (SYBS Group)	Medical student	Concerted efforts outreach	Confirmed support	Attached
Clement Bélanger (SYBS Group)	Medical student	Concerted efforts outreach	Confirmed	Yes
University Advancement		Finding Donors	Confirmed	Yes
Rami Habib	President MSS	Promoting events	Confirmed	Yes
Adrienne Pigott	Chair REP	identifying the issues	Confirmed	No
Loydie Majewska	Professor	identifying the issues	Requested	No
Anita Brown-Johnson	Professor	Advising on projects	Requested	No
Tamara Gafoor	Professor	Advising on projects	Confirmed	Yes
			Choose one.	Choose one.
			Choose one.	Choose one.

- 5. How will you communicate about your project and share its impacts with your stakeholders and the McGill community? Please describe your tactics (e.g. social media, workshops, tabling, newsletters, etc.) and any related timing (e.g. at the beginning, during, or after the project). Related activities can also be included in Question 1. Limit ~200 Words**

Communication with stakeholders will be done through multi-stakeholder discussion meetings. Use of the Admission Office and SACE website, social media accounts (Twitter, Facebook) and emails. Dissemination of a monthly report of the project will be shared with stakeholders.

- 6. If applicable, are there any training, volunteer opportunities, jobs, or complementary applied student research integrated in your project? Please describe. Limit ~100 Words**

The development of activities related to the COS program could generate the need to hire students to support the various programs (ex: mentoring) and events (ex: webinars).

APPENDIX

Relevant Support Documents

List any appendix documents in order in the table, below.

Please keep the total number of pages as low as possible (recommended max 10). Please include any relevant support letters.

Doc #	Appendix Document Title	# of Pages
1	Letter of support from Advancement McGill	1
2	Letter of support from Support Young Black Student group (SYBS)	1
3	Letter of support from MSS - Medical Student Society	1
4	Supervisor's letter of commitment	1
5	Generic job description	1
6		
7		
8		
9		
10	Staff Position Information Appendix , if applicable	1

STAFF POSITION INFORMATION

Please complete the fields below with information regarding the position that you would like to fund through your project. Should you have more than one type of position, please fill and attach a form for each position.

Position Title	Community project manager
Brief Description of Role	This position will develop a plan for the BSAP and COS projects, manage outreach initiatives, mentorship programs, and event programming

1. **This position is:** New Already exists on campus
2. **Please describe which McGill Unit/Department/Group/Association will host the position.** *Limit ~100 Words*

The Social Accountability and Community Engagement Office (SACE) has the task of developing programs supporting equity and diversity to ensure inclusive learning and work environments. To this end, SACE seeks to create synergies and promotes an environment that is socially accountable to the concerns of, and in conjunction with, diverse communities served by the Faculty of Medicine. SACE's mandate is grounded in four essential pillars or leadership, education, service and continuous quality improvement.

3. **Who will supervise the employee? Please list the supervisor's name and role at McGill.** *Note: The supervisor must provide a letter detailing their commitment. Please include this in the application appendix. Limit ~100 Words*

Pascale Caidor - Diversity Officer of the SACE Office

4. **Campus(es) where employee will work:** Downtown Macdonald Gault Other _____
5. **Please provide a detailed task list and/or job description.** *Limit ~400 Words*

The Community Projects Manager will: 1) plan and develop the McGill Community of Support (COS) and Black Student Admission Pathway (BSAP) projects in collaboration with SACE and the Admission Office; 2) act as the central liaison for ready-to-apply Black students or students within the different medicine and health sciences programs.; 3) manage large student awareness events (webinars) and campaigns about topics such as school-specific admissions criteria and application support ; 4) plan, develop, and implement projects to create spaces where black students can connect with and support each other; 5) create strategies and resources to facilitate recruitment and outreach for black students; 6) collaborate with SACE to strengthen relationships with existing campus groups/individuals who have mandates that address the issues and experiences of black students and other Universities with an existing COS program.

6. **Please share how you have determined the hours and wages included in the budget.** *Limit ~200 Words*

The hours of work were determined in relation to the workload required to complete the project. This is the standard remuneration for similar positions. a. The responsibilities and autonomy level for this position match to an M1 in the student enrolment job family (see appendix 5). Indeed, based on our administrative experience the workload to create this program, engage with stakeholders and facilitate student leader involvement to deliver programming necessitates a full-time position.

7. **If applicable, please share how you will integrate the employee into the existing team/group structure.** *Limit ~100 Words*

In order to facilitate professional integration, a series of meetings are planned with the supervisor. In addition, the process of professional integration should identify developmental needs, either to address gaps or to consolidate demonstrated competencies. In this sense, developmental activities can be offered to

the manager, for example, in the form of seminars or conferences to be attended. In addition, the manager will be able to read the information package that will be given to him or her during the first week of the mandate, including the documents necessary for administrative integration (e.g. information on services and material resources, code of ethics, etc.).

8. What will happen to the position after the project funding concludes? Is there an intent to institutionalize this position? *Limit ~200 Words*

The SACE Office is in the process of expanding and we would like this position to become permanent within the SACE structure. A business case will be presented to the Dean of the Faculty of Medicine and Health Sciences to fund this new position.

9. If applicable, please briefly describe how you plan to recruit the employee. *Limit ~200 Words*

We will work with the HR EDI specialist to promote this position within traditional and non-traditional networks.

10. My project team already has a candidate in mind to fill this position: Yes No

If yes, please disclose. *You may wish to attach a CV for the candidate in the application appendix. Limit ~100 Words*



October 7, 2020

Subject: Letter of commitment – Supervisor

Dear member of the committee,

I am currently working as the Diversity Officer for the Social Accountability and Community Engagement Office and I am also the Co-Chair of the REP - Racialized and Ethnic Persons Subcommittee. As the new supervisor of the community project manager, I am firmly committed to providing this employee with the necessary support to fulfill his or her mandate. I will be a key resource person for the initial orientation phase. I will also put this person in contact with key people in the organisation and the various stakeholders involved in the project.

Sincerely,

Pascale Caidor

Dr. Pascale caidor
Diversity Officer
Social Accountability and Community Engagement Office
Faculty of Medicine and Health Sciences

Co-Chair of the REP - Racialized and Ethnic Persons Subcommittee

Email: pascale.caidor@mcgill.ca

To whom it may concern,

Following the tragic death of George Floyd in Minnesota in May 2020, a movement began, which addressed, criticized and rejected the systemic racism and injustice that is faced by Black Americans at the hands of law enforcement and the justice system. However, this movement did not stay contained within the United States of America's borders, but instead spread internationally, including here in Montreal and at McGill University. As a result, people began denouncing the systemic racism that is found in all aspects of our society, including education and medicine.

The Medical Students' Society (MSS) of McGill University released a [public statement](#) shortly after this event to pledge to be proactive in the fight against systemic racism going forward and to take concrete steps to become an anti-racist student organization. A concrete action plan was then created after consultation and discussion with the Black medical students at McGill, and two initiatives were highlighted as a top priority. Firstly, a curricular review of the pre-clerkship material from the first two years of medical school will be undertaken by a group of student volunteers to flag any problematic content. Secondly, it is important to advocate for the creation and implementation of a Black Student Admission Pathway (BSAP) for the medical admissions process at McGill University.

As student leaders, we take on the responsibility of advocating on behalf of all of our classmates and peers regardless of their race, gender, socioeconomic status, educational background, etc. However, we cannot bring forth change alone without the support, assistance and cooperation from members of the Faculty of Medicine and Health Sciences. We are very fortunate to find allies in the Social Accountability and Community Engagement (SACE) Office, specifically Dr. Saleem Razack and Dr. Pascale Caidor. They have met with us and continue to meet with us on numerous occasions to provide the necessary support and guidance to maximize our advocacy efforts. For example, with their support, the MSS was able to successfully advocate for the implementation of BSAP for the 2021 admissions cycle.

However, this was only a first step, and there is a lot of work that is left to accomplish. For example, the SACE Office plans to work on a 'Community of Support' project which aims to foster the wellness of Black applicants and students. The MSS supports the planned initiatives of the SACE and Admissions offices and, therefore, highly recommends that the Sustainability Projects Fund be awarded to them. Their initiatives would not only benefit prospective students but also current ones, and the positive impact that they would have on our community would be seen for many years to come as our Faculty becomes more diverse and inclusive. Finally, there is widespread student support for these types of initiatives, which is reflected in the Open Letter that was signed by 938 signatories from within the Faculty of Medicine supporting BSAP, as

well as by the MSS General Council members who unanimously voted to create a concrete action plan to support Black medical students and address the concerns that were shared with us.

In conclusion, the MSS strongly supports the proposed initiative by the SACE and Admissions Offices because we believe in its mission and in the values it supports. Equity, diversity and inclusion are an integral part of McGill University and the Faculty of Medicine and Health Sciences.

Sincerely,

On behalf of the Medical Students' Society of McGill University:

A handwritten signature in black ink that reads "Dennis Rompotinos". The signature is written in a cursive style with a large initial 'D'.

Dennis Rompotinos

Executive President

Medical Students' Society of McGill University

M.D., C.M. Candidate | Class of 2023

October 15, 2020

McGill Sustainability Projects Fund
McGill University Office of Sustainability
1010 Sherbrooke Street West, Suite #1200
Montreal, QC H3A 2R7

To whom it may concern,

I hope this finds you well.

As the Executive Director of Health Affairs at McGill University Advancement and on behalf of the FMHS University Advancement Team, I am pleased to express our complete support and endorsement of promoting equity and inclusivity within the Faculty of Medicine and Health Sciences.

I am writing to you today to add our voice to the support of the FMHS Community for the Black Student Admission Pathway Project. The initiative is to increase the representation of Black students within the health professions programs and support prospective students studying in the health professions who self-identify as Black by advocating for a Community Project Manager.

Our team is committed to collaborating with the Office of Admissions at the Faculty of Medicine and Health Sciences to seek philanthropic support to build on the initial seed funding from the Sustainability Projects Fund.

Please do not hesitate in contacting me or the members of our team with any questions or for additional information.

We all have an important role to play in creating a positive culture shift at our University and in the greater community.

Sincerely,

Brian Thompson

Executive Director, Health Affairs
University Advancement
McGill University

SYBS - Supporting Young Black Students: Careers in Health

sybs.health@gmail.com

Twitter/Facebook/Instagram: @sybshealth



24th September 2020

McGill Sustainability Projects Fund

McGill University Office of Sustainability
1010 Sherbrooke Street West, Suite #1200
Montreal, QC H3A 2R7

To whom it may concern,

We write to you on behalf of our students organization to strongly encourage the funding of the Social Accountability and Community Engagement Office (SACE) of the Faculty of Medicine and Health Sciences to establish their Community of Support (COS) and Black Student Admission Pathway (BSAP) Projects.

As Black students from the McGill community, we have been encouraged by the willingness of the SACE office to address important issues surrounding the student body, especially racialized students. In a context of systemic racism inside our communities, professional and personal, we have appreciated the SACE office's continuous commitment to encourage the enrollment of Black students in the field of health sciences. To enable a constructive response to omnipresent inequities for Black students, we believe COS-BSAP projects are necessary.

SYBS mentorship program works on creating long-standing relationships between Black students who consider healthcare as a career and current healthcare Black students and Black professionals. As we often partner with the SACE Office, support to their organization will definitely trickle down to students initiatives like ours.

Thank you again for considering to support the SACE Office and COS-BSAP Projects, and consequently allowing McGill community to be at the front line of the fight against anti-black racism.

Sincerely,

Clement Bélanger Bishinga

On behalf of SYBS - Supporting Young Black Students: Careers in Health

FROM WORKDAY “JOB FAMILY-STUDENT ENROLMENT”

GENERIC – STUDENT AFFAIRS PROFESSIONAL (ENROLMENT)

M1 (SAF1A) - (GRADE 03) ENTRY \$50,330 -MID \$62,910 -TOP \$75,490

JOB PROFILE SUMMARY: Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.

KEY ROLES: Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including admissions and enrolment services for undergraduate, graduate, certificate and diploma program. Participate in student recruitment activities, job fairs, high school and CEGEP visits, to promote McGill and its programs and student life. Oversee activities related to student and academic records, exams, invigilation, graduation and convocation. Production of reports and surveys related to government reporting and compliance.

TYPICAL FUNCTIONS: (i) Perform and organize activities to support the daily operations of the unit. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Determine admission eligibility of applicants, by considering multiple sources of information, based on predetermined guidelines and procedures. (iv) Review and make decisions on straightforward admission files. Consult with senior staff on complex applications. Follow up on missing documentation. (v) Apply information received and select the most appropriate procedures for performing admission, government reporting, recruitment, scholarships and student record activities. (vi) Communicate with prospective students, applicants, parents, guidance counsellors and other stakeholders regarding admissions, enrolment procedures and applications and other inquiries. (vii) Administer activities related to academic student records and liaise with faculties and units. (viii) Participate in student recruitment activities. May attend job fairs, high school and CEGEP visits, and Open House. (ix) Create material and handouts to bring to site visits or post on website. (x) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations. (xi) Attend meetings. (xii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.

EDUCATION AND EXPERIENCE: -- Three (3) years' related experience; OR -- Undergraduate degree with One (1) year related experience