

Indigenous Program Assistant

Position Summary:

As a member of the Student Life Team, the Indigenous Program Assistant (IPA) will help to facilitate programs and resources for Indigenous students. The IPA will play a pivotal role alongside the Student Life Department in fostering community that is consistent with Indigenous and Christian values, fostering healthy, reconciliatory relationships among Indigenous students and the entire student body. A key aspect of this new role in the first year will be to seek feedback from Indigenous students regarding what programs and resources they would find most valuable at King's. This input will help to shape the role for the following and subsequent years. The Indigenous Resource Centre will provide a space to enhance indigenization and reconciliation among all students as well as foster a sense of belonging amongst Indigenous students at King's. During term time, the Indigenous Program Assistant will work an average of 5.0 hours per week.

Employment Dates: August 25, 2021 – April 30, 2022

Reports to: Coordinator of International Student Programs

Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.5 or above
- Registered in at least your second academic year at King's throughout term of position

Qualifications for IRA role:

- Ability to develop strong interpersonal relationships
- Ability to work in a team
- Ability to communicate effectively
- Ability to balance one's time effectively inside and outside school and be organized
- Confidence in leading groups of students
- Self-motivated
- Be a student that identifies as Indigenous

Responsibilities:

- Attend orientation (fall and winter) in order to welcome students to King's
- Intentionally develop relationships with Indigenous students throughout the year
- Provide opportunities for Indigenous students to connect with one another and non-Indigenous students
- Devise and implement a strategy for collecting feedback from Indigenous students regarding desired programs and resources.
- Work with the Director of Community Life to shape a job description for future years based on feedback that meets the diverse and developing needs of Indigenous students.
- Participate in the Indigenous Initiative Circle.
- Stay current with COVID guidelines

Key Dates:

Mandatory training will be provided to student leaders.

Expectations for all Student Leader positions:

- Perform all designated position duties and assigned responsibilities.
- Maintain a current and cumulative GPA of 2.5 or higher throughout the term of this agreement. I understand that my supervisor will have access to my grades.
- Serve as a role model by demonstrating integrity inside and outside of the classroom.
- Set an example for what a successful student looks like by participating in activities throughout the year, and contributing to King's community life.
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for all students
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and, if living on campus or visiting residence, abide by the Community Living Standards and residence life agreements.

Compensation:

- Indigenous Program Assistant will be paid \$950 divided semi-monthly for the duration of the contract. Payment is processed through King's payroll.
- Free admission to the Fall Student Retreat

Please Note: Irregular hours; must be prepared to work on some evenings and weekends