# Indigenous Program Student Worker

**Position Summary:** The main objective of the Indigenous Student Worker is to provide a strong community of support for indigenous students, create resources and educational campaigns, activities and events that raise awareness on the Indigenous people's history. The student worker will also be a part of the Global Awareness Week planning committee and execute events during Global Awareness Week.

**Employment Dates:** August 22, 2022 – April 18, 2023

**Reports to:** Intercultural Program Coordinator

**Job Duties and Responsibilities:**

- Plan, collaborate with other Student Life programs and run one monthly event
- Design and update monthly themes for the Indigenous Students bulletin board by the atrium
- Run a scheduled office hour twice a week
    - Get to know students in a personal level
    - Be present to socialize, and to provide referral to the right service
    - Send birthday greetings to indigenous students
- Provide administrative support to the Coordinator of Intercultural Student Programs
- Guide and educate Peer Navigators in providing logistical, social, cultural, and mental health support to indigenous students
- Organize, collaborate, and execute Global Awareness Week events and National Day of Truth and Reconciliation events
- Research and develop a resource booklet for indigenous students, staff and faculty
- Help with indigenous student publications and provide a voice for the students
    - Assist in creating a monthly newsletter
    - Write an article for The Chronicle about the Indigenous Programming once a term
    - Design posters and social media posts for events
- Stay current with COVID guidelines

**Qualifications:**

- Registered in at least your second academic year at King's throughout the term of position
- Must be studying on a full-time basis (minimum of 9 credits per term) and maintain a current and cumulative GPA of 2.0 (and cannot be on academic probation/suspension)
- Enjoy working and interacting with people from different cultures
- Demonstrate confidence and maturity in developing strong interpersonal relationships
- Excellent organizational, oral, and written communication skills
- Self-motivated and takes the initiative to help others
- Possesses a positive attitude towards cultural differences and practices

- Willingness to learn and explore various approaches to role responsibilities
- Ability to maintain confidentiality of records and information
- Committed to helping new students to make a smooth and successful transition into life at The King's University
- Experience with computer software programs including Canva, Microsoft Word, PowerPoint, and Excel

**Key Dates:** Mandatory training will be provided.

**Remuneration:**

- The Indigenous Program Student worker will be paid $15.00 an hour. Payment is processed through King's payroll. This is based on 10 hours/week.

**Other:**
- Free admission to the Fall Student Retreat

**Working Conditions:** Irregular hours; must be prepared to work some evenings and weekends.