Position Title: Support Services Assistant (Indigenous Student Centre)

Position Summary:
The Indigenous Student Centre at Western is a hub that provides support to indigenous students through programs and services that offer resources that focus on Indigenous issues in areas concerning academic, cultural and social needs.

As a Support Services Assistant, your role would be to assist the Indigenous Student Centre staff with daily administrative tasks and various events.

What will you gain from this role?
- Personal satisfaction and growth.
- Gain experience working in an office environment.
- Learn more about Canada’s indigenous population and history.
- Receive feedback via a midterm performance review.
- Recognition through Western’s Co-curricular Record.

Key Responsibilities:
- Assist with general office/clerical duties, organize the supply cabinets, and other duties assigned.
- Update the office manual on a regular basis.
- Research as needed.
- Assist with social media, as needed.
- Greet visitors to the Indigenous Student Centre.
- Attend and support the monthly Corn Soup lunch (1st Wednesday of each month – while classes are in session).
- Assist with website and online calendar updates.
- Assist with updating information for the weekly e-newsletter to students.

Position Requirements:
- Must demonstrate initiative and excellent organizational skills, as well as maturity and a high-level of interpersonal and intercultural communication skills.
- Computer skills, willingness to learn:
  - Proficiency in using Microsoft Word.
  - Excel experience an asset.
- Must be able to work independently.
- Problem-solving abilities.

WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:
- Complete four mandatory Human Resources training modules: WHMIS, Health & Safety, Safe Campus, and AODA and the Mental Health Interactive Learning Module.
- Submit a Feedback Form each term and a year-end program evaluation to the WPL Program.
POSITION SPECIFICS:

Term Length:
One academic year, September 1, 2020 - April 5, 2021

Time Commitment:
- 2-3hrs/wk (may vary depending on projects and events).
- MUST be available on Wednesdays for the monthly Corn Soup Lunch.
  - Preferably 11AM-1PM.

Training:
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Mental Health Interactive Learning Module (30 min)

Reports to:
Ashley Kewayosh Samuel, Program Coordinator, Indigenous Student Centre.

Application Method:
Login to Western Connect, and navigate to the Western Peer Leader posting boards to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the Working at Western website).

Western Values Diversity:
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).