

## **Position Title:** *Program Assistant (Indigenous Student Centre)*

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### **Position Summary:**

The Indigenous Student Centre (ISC) offers culturally relevant, wholistic, and strength-based programs and services geared toward Indigenous students at Western.

The ISC priority areas include: Indigenous cultural enrichment, Indigenous student academic and career support, Indigenous youth and community outreach, Indigenous orientation and transition, and Indigenization of the student experience.

As a Program Assistant, your role would be to assist the ISC 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 Indigenous Initiatives at Western.
- 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.
- Research as needed.
- Assist with social media, as needed.
- Greet students/visitors to the Indigenous Student Centre.
- Attend and support the monthly Corn Soup lunch
- Assist with website and online calendar updates.
- Assist with updating information for the weekly e-newsletter and job board for 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 various web applications.
- Must be able to work independently.
- Problem-solving abilities.

### **Western Peer Leader (WPL) Program Requirements:**

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

\*\* Trainings subject to change

## POSITION SPECIFICS:

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### Term Length:

One academic year, September 6, 2022 - April 10, 2023

### Time Commitment:

- 3-4hrs/wk (may vary depending on projects and student availability for extra hours).
- MUST be available on Wednesdays for the monthly Corn Soup Lunch.
  - Preferably 11AM-1:30PM.

### Training:

- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)
- Position-specific training (arranged by direct supervisor)

### Reports to:

Ashley Kewayosh Samuel, Student Opportunities 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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).