



Four Directions
Indigenous Student Centre



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Position:	4D Social Ambassador (2 positions)
Term:	August 2024 – April 2025
Remuneration:	\$18/hour
Deadline to apply:	May 12 th , 2024 (or until position is filled)

Background:

Four Directions Indigenous Student Centre (FDISC) strives to be a home away from home for Indigenous students and provides holistic support (emotional, physical, spiritual, and mental) to Indigenous students at Queen's University. FDISC offers cultural counselling, academic advising, support services, feasts, social, and cultural activities.

The 4D Social Ambassadors will help create engaging social programming for their Indigenous peers to build relationship and foster community.

Key Duties:

- Build a positive relationship and rapport with Indigenous students and staff;
- Model effective problem-solving skills, academic study skills, and self-care strategies to students;
- Represent FDISC within the Queen's community, Indigenous community, and the larger community at events, on social media, and during recruitment opportunities;
- Attend and participate in 4D events/programs;
- Co-plan and co-facilitate social events for Indigenous students either in person or virtually;
- Maintain records of student attendance at events for reporting purposes;
- Participate in webinars and presentations as applicable;
- Conduct yourself according to the Queen's Academic Integrity Policy [Students and Academic Integrity | Academic Integrity \(queensu.ca\)](#);
- Conduct yourself according to the Queen's Student Code of Conduct ([Queen's University Student Code of Conduct \(queensu.ca\)](#)); and
- Other duties as assigned

Skills Required:

- Possess an interest, passion, and enthusiasm for supporting other Indigenous students;
- Conduct self in a respectful, non-judgmental, and supportive manner;
- Possess excellent time management and organizational skills;
- Effective open and on-going communication skills;
- Maintain confidentiality with student information at all times;
- Familiar with on-campus services such as SASS, Student Wellness Services, Career Services, Division of Student Affairs, and embedded faculty resources;
- Proficient in Microsoft Office applications (Teams, Excel, Outlook, Word, and PowerPoint);
- Confidence using social media (creating post content, writing captions, adding alt text, using IG Stories appropriately etc);
- Experience in creating promotional materials using programs such as Canva would be an asset;

Eligibility:

- Full-time equivalent Queen's undergraduate or graduate student with at least one year experience as a Queen's student;
- Documentation to show that students meet one of the following criteria:
 - Indian status cards from First Nations who are federally recognized and those listed on the Indigenous & Northern Affairs Canada website (<https://fnp-ppn.aadnc-aandc.gc.ca/fnp/Main/Search/SearchFN.aspx?lang=eng>);
 - Non-Status First Nations applicants may provide their parents and/or grandparents Indian status card;
 - A membership card indicating that they are a Non-Status First Nations who are currently in a court case (example: Algonquin <https://www.ontario.ca/page/algonquin-land-claim#section-5>);
 - Métis citizenship from organizations that are members of the Métis National Council (<https://www2.metisnation.ca/>);
 - Nunavut Trust Certificate card or Inuit roll number or;
 - American Indian, Alaskan Native, or Native Hawaiian citizenship document from tribes that are state ([State Recognition of American Indian Tribes \(ncsl.org\)](http://www.ncsl.org)) or federally ([Federal Register :: Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs](https://www.federalregister.gov)) recognized;
- Good academic and student conduct standing.

Time Commitment:

- Minimum of one 30 minute virtual meeting per week with 4D's Indigenous Events and Programs Assistant (Kimberly Gall), and other 4D Social Ambassadors;

- Co-plan and co-facilitate a minimum of one social event per month (this would include promoting the event, organizing/scheduling, any other prep needed, and facilitating the actual event);
- There are no set hours per week for this position, as time commitments may fluctuate based on the timeline of events/programs; and
- The term will be from August/September 2024 to April 2025.

Benefits:

- Build meaningful relationships with other Indigenous students, FDISC staff, and campus partners;
- Develop and practice critical workplace skills; and
- Give back to the Indigenous student community on campus.

Please send resume & cover letter to Kim Gall, Indigenous Events and Programming Assistant, via email at kimberly.gall@queensu.ca

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.