



Four Directions
Indigenous Student Centre



Four Directions Indigenous Student Centre

Position:	Indigenous Peer Mentor (8 positions)
Term:	September 2024 – April 2025* *with some virtual/remote training sessions over the summer
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. FDISC provides holistic support (emotional, physical, spiritual, and mental) to Indigenous students at Queen's University by offering cultural counselling, academic advising, support services, feasts, social, and cultural activities.

First year transition to university can be, for some students, a challenging time. The Indigenous Peers program matches upper-year Indigenous students with first year Indigenous students. This provides first year Indigenous students with the opportunity to learn from an upper-year Indigenous student who can share their experiences of being a first year student and how they successfully completed one or more academic years at Queen's U. The goal of the program is to assist students in navigating the transition and developing skills needed to be successful at university. Indigenous peer mentors form meaningful relationships and promote wellbeing for Indigenous students.

Key Duties:

- Build a positive relationship and rapport with Indigenous students and staff;
- Serve as an energetic and enthusiastic mentor to support first year Indigenous students in navigating the post-secondary environment;

- Act as a positive role model (i.e. model effective problem solving skills, academic study skills, and self-care strategies to mentees);
- Develop and maintain a confidential and trusting relationship with your mentee to assist and support them;
- Be a resource to mentees and refer them to appropriate campus resources, when necessary;
- Help facilitate and encourage attendance at the FDISC and other social programming;
- Represent FDISC within the Queen's community, Indigenous community, and the larger community at events, on social media, and during recruitment opportunities;
- Co-plan and co-facilitate social events for mentors and mentees either in person or virtually;
- Report to, and work closely with, the Indigenous Advisor to ensure connection with FDISC;
- Maintain records of one-on-one meetings with mentees for reporting purposes;
- Participate in training, programs, and activities;
- Conduct yourself according to the Queen's Academic Integrity Policy (<https://www.queensu.ca/academicintegrity/home>);
- Conduct yourself according to the Queen's Student Code of Conduct (http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf); 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;
- Demonstrate leadership potential;
- Possess excellent time management and organizational skills;
- Effective open and on-going communication and interpersonal skills;
- Maintain confidentiality with student information at all times;
- Familiarity 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 (Excel, Outlook, Word, and PowerPoint); and
- Experience and comfortability with creating and sharing social media posts (written, images, and videos).

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 (<https://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>) or federally (<https://www.bia.gov/tribal-leaders-directory>) recognized;
- Must have demonstrated connection with an Indigenous community and other Indigenous networks;
- Good academic and student conduct standing, and;
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role. *Please note: successful candidates are eligible to have the cost of their CPIC reimbursed. Please keep your receipt and connect with the Indigenous Advisor to request this*.

Time Commitment:

- Minimum of one team meeting per week with Indigenous Advisor, Senior Indigenous Peer Mentor, and other Indigenous Peer Mentors;
- Approximately one hour meeting (in person or virtual) per week with mentee;
- Mentors will log meeting notes on a confidential, digital platform
- At the end of the term, mentors will participate in a debrief sharing circle to provide feedback on the program
- There are no set hours per week for this position, as time commitments may fluctuate based on the timeline of events/programs and communication with mentees based on their needs; and
- The term will be from September 2024 to April 2025, with some virtual/remote training sessions over the summer. There will be in person Indigenous mentor team training in early September.

Benefits:

- Build meaningful relationships with other Indigenous students, FDISC staff, and campus partners;
- An employment opportunity that is flexible with your academic schedule;
- Develop and practice critical workplace skills; and
- Give back to the Indigenous student community on campus.

Please send Indigenous citizenship documentation, resume, and cover letter to Shannon Beckstead, Indigenous Advisor, via email at Shannon.beckstead@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.