



**FOUR DIRECTIONS
INDIGENOUS STUDENT CENTRE**
at Queen's University



FOUR DIRECTIONS INDIGENOUS STUDENT CENTRE

Position:	4D Summer Student
Term:	Summer 2024
Remuneration:	\$17.00/hour and up to 15-35 hours per week

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. **Hiring preference may be given to applicants who identify as Indigenous.**

For additional information, please visit the Four Directions website:

<https://www.queensu.ca/fourdirections/>

Key Duties:

- Build and maintain a positive relationship/rapport with Indigenous students and staff;
- Serve as an energetic and enthusiastic role model to Indigenous students navigating the post-secondary environment;
- Assist the Departmental Assistant with reception coverage and administrative support;
- Provide relevant support to Indigenous students and refer them to appropriate resources as needed;
- Provide support to the Elder and Administrative assistant in planting and maintaining gardens around Four Directions;
- Complete required training;
- Conduct yourself according to the [Queen's Student Code of Conduct](#); and
- Other duties as assigned.

Required Tasks May Include:

- Assistance in planning for FDISC Welcome Day;
 - Assist in designing marketing materials for our Welcome Day event
 - Assist swag bag idea generation and planning
 - Assist with event planning
 - Assist with event facilitation
 - Encouraging student attendance
- Create social media engagement proposals;
 - Proposals for expanding 4D presence to YouTube and TikTok
 - Proposals for increasing engagement on existing channels
 - Work on 'How to series' videos idea development and production
 - Ex. 'How to Self-ID in SOLUS,' 'How to Smudge,' 'How to Enter the Tipi' etc.
- Update catalog of Indigenous scholarships and bursaries;
- And other tasks as discussed

Required Skills:

- Demonstrates a strong enthusiasm/passion for supporting other Indigenous students;
- Conducts self in a respectful, non-judgmental, and supportive manner;
- Familiarity with on-campus services such as SASS, Student Wellness Services, Career Services, Division of Student Affairs, and embedded faculty resources;
- Excellent time management and organizational skills;
- Effective open and on-going communication and interpersonal skills;
- Demonstrates leadership qualities;
- Maintain strict confidentiality requirements;
- Proficient in Microsoft Office applications (Excel, Outlook, Word, PowerPoint); and
- Comfortability with digital media marketing (creating and sharing social media posts).

To apply for this position:

Please send your Cover Letter and Resume to: 4direct@queensu.ca