



McGill

Indigenous Student Associate

To apply, please visit our website: <https://www.mcgill.ca/hr/careers>

Position Summary:

Under the direction of the Associate Director, Indigenous Student Success, promotes and implements procedures, policies and processes to support the First Peoples' House (FPH). Promotes FPH within the University & with Indigenous Communities, organizes events for students & the university community. Meets with Indigenous students on academic and non-academic programs. Refers to specialized services.

Primary Responsibilities:

- Partner with faculty, departmental and school advisors to help indigenous students in their academic career at McGill.
- Provide one-on-one support for indigenous students, including but not limited to discussions about courses and programs, career transitions and student engagement in non-academic offerings at the University. Refers to appropriate service or Faculty.
- Act as a liaison between Indigenous students and the University. Maintain regular contact with Faculties, departments, Schools and Services. With the student's permission, ensure the information concerning the student's academic and personal well-being is up-to-date and accurate.
- Participate in the development of workshops or other non-academic programming for Indigenous students, in collaboration with other staff in First Peoples' House, Student Services and across the University. The focus of such workshops to include but not limited to broader and holistic approaches to student wellbeing.
- Work with staff at First Peoples' House and other partners on the development and distribution of appropriate updates for publications and guides that are relevant to Indigenous students.
- Participate in Faculty and University meetings related to Indigenous student issues.
- Participate and collaborate with staff and students at First Peoples' House to provide student support and participate at student events.
- Participate in student recruitment and orientation across the University, as appropriate
- Participate in other related projects as requested.

Other Qualifying Skills and/or Abilities

Demonstrated ability to build constructive and effective relationships. Possess strong networking skills. Must be student-focused and service oriented, assisting all clients with tact and diplomacy as well as capable of communicating clearly and effectively at all levels. Ability to work effectively on more than one project at a time. Ability to adapt to an environment where change is frequent, and process ambiguity exists. Demonstrated discretion in dealing with confidential information. Must be self-directed and able to work both autonomously and as part of a team. Strong organizational skills with ability to multi-task, prioritize, work under pressure and to manage multiple projects with specific deadlines. Proficient in a PC environment using MS Office, email and the Internet. English and

French, spoken and written. Ability in one or all of the following languages Mohawk, Algonquin, Mi'qmaq or Cree is an asset.

Minimum Education and Experience:

DEC III 3 Years Related Experience /

Annual Salary:

(MPEX Grade 02) \$46,110.00 - \$57,640 - \$69,180.00

Hours per Week:

33.75 (Full time)

Supervisor:

Dir Indigenous Initiatives

Position End Date (If applicable):

11/30/2022

Deadline to Apply:

11/15/2021

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca.