WILFRID LAURIER UNIVERSITY
Office of Aboriginal Initiatives
Waterloo campus Aboriginal Student Centre Student Positions 2014-2015

Position Titles:	**Department:** Office of Aboriginal Initiatives / Student Affairs
1. Campus Connections Coordinator 2. Logistics Assistant 3. Programing Assistant 4. Ambassador Student positions, Aboriginal Student Centres – Waterloo campus	**Job Status:** Part-time (5-10 hrs/week, for a total of $1500 per semester)

Reporting to the Aboriginal Student Support Coordinator (ASSC) and/or the Aboriginal Recruitment and Outreach Officer the following student positions at Waterloo campus will support the Office of Aboriginal Initiatives' role to enhance Aboriginal services on campus through events, training sessions, and awareness campaigns. All student staff positions will be informed of ASC services and will welcome student and campus visitors.

These opportunities are designed for student to assist with the support and delivery of an engaging Aboriginal student experience at Laurier. Duties include assisting with the development of Aboriginal Student Centre programming; promoting upcoming events, and supporting initiatives through the Office of Aboriginal Initiatives that fosters Aboriginal community related engagement. These positions work closely with the Aboriginal Student Support Coordinator to provide support for all Aboriginal-related programs, campaigns, and events sessions at Wilfrid Laurier University.

1. Position Summary: Campus Connections Coordinator

Campus Connections Coordinator: Reporting to the Aboriginal Student Support Coordinator, this position is intended to build stronger relationships between the local community, campus community and the Aboriginal Student Centre. The person will attend the Purposeful Collaboration group meetings. This position will need to:

- Determine opportunities for collaboration with other departments and student groups;
- Identify possible areas for Community Based volunteerism/community service learning;
- Communicate and liaise with various campus partners and stakeholders to ensure information is current, reliable, accessible, and meets the needs in connecting with parents and families of students;
- Be responsible for the production of monthly newsletters and regular blog and social media posts;
- Build relationships with the existing Aboriginal organizations in the appropriate community;
- Provide bi-weekly updates to the Coordinator and meet monthly with the broader Aboriginal Initiatives team
- Engage in campus media regarding Aboriginal Student Centre events (RADIO LAURIER, The Cord etc.)
- Work with the ASSC to develop Alumni programming and activities

2. Position Summary: Logistics Assistant

Logistics Assistant: Reporting to the Aboriginal Student Support Coordinator, this position is an essential part of Aboriginal Student Centre maintenance, bookings and operations. This position will:

- Identify Centre supplies needs and order supplies, including medicines for the Centre's bundle
- Set-up for programs, inside and outside the Aboriginal Student Centre, as well as various on campus locations for ASC programming
- Maintain the bookings calendar for the Aboriginal Student Centre and the Mino Kummik Community Garden
- Create signage
- Post and update calendars and bulletin boards
- Help to ensure Health and Safety policies on campus are enforced
- Assist with the Aboriginal Student Centre Library, intake and discharge process
- Assist with volunteer management, create task lists for volunteers
- Work to create Aboriginal Student Centre Leadership Team Training, Team Meetings, and meeting agendas
- Duties as assigned.

3. Position Summary: Programming Assistant

Programming Assistant: Duties include assisting with the development of Aboriginal Student Centre by working on upcoming 2014-2015 events, creating promotion for future events, and supporting any initiatives through the Office of Aboriginal Initiatives that fosters Aboriginal community related engagement. The student works closely with the Aboriginal Student Support Coordinator to provide support for all Aboriginal-related programs, campaigns, and events sessions at Wilfrid Laurier University. This position will compile feedback of evaluations. General responsibilities include:

- Develop and update the Aboriginal Student Services website (mylaurier.ca);
- Compile feedback related to events, volunteers, and special projects;
- Any other tasks assigned by the Aboriginal Student Support Coordinator.
- Supporting charging and discharging materials from the A.S.C library
- Support creation of an O.A.I newsletter
- Work with the ASSC to conceive, create, and action future Aboriginal Student Centre programming and events, particularly with an Alumni or community focus
- Work to create success story profiles for current students and alumni
- Assist in Event Planning –June 21st National Aboriginal Day event at WLU
- Assist in coordinating logistics for WLU Aboriginal Student Centre medicine garden with the ASSC
- Assist in enhancing Aboriginal culture and a spirit of inclusion at WLU through special projects & community engagement;
- Connect with students on a peer to peer basis to discuss issues, concerns, suggestions so as to assist the Aboriginal Student Support Coordinator in efforts to enhance aboriginal student success;
- Work with the ASSC to create new Aboriginal student opportunities such as mentorship programs, Aboriginal opportunity circle and other student success related initiatives.
- Any other tasks as assigned by the Aboriginal Student Support Coordinator
- Establish volunteer schedules; assign tasks and track volunteerism;
- Provide ongoing support and feedback to all student volunteers.

4. Position Summary: Ambassador

Ambassador : Reporting to the Aboriginal Students Recruitment and Outreach Officer, this position is intended to assist with recruitment and outreach activities and events while researching ways to better reach Aboriginal youth. The application is required to speak to prospective student about Laurier experience and help them when inquiring about program information or student life and perform public presentations.

- Call all Aboriginal applicants with Aboriginal Students Recruitment and Retention Officer (January – April)
- Assist in collecting data of incoming students/applicants (September – February)
    - Analyze where applicants are coming from and determine best area for visits
- Community Leadership (September-April)
    - Create connections with local Aboriginal youth through current programming or a creation of a new program
    - Assist with Aboriginal Student Centre programming, such as: Alternative Reading Week, March Break Camps, etc.
- Lacrosse Day (September-October)
    - Volunteer for day, help plan and set up on day
- Campus Days (one in fall, one during March Break)
    - Laurier's Open Houses – both Waterloo and Brantford campuses
- Campus Tours (September-April)
    - Be able to give campus tours to prospective students with Aboriginal Students Recruitment and Retention Officer
- Outreach Programming
    - Research and help implement outreach programming to local urban and reserve communities (both Waterloo and Brantford)
- Possibility of some travel with Aboriginal Students Recruitment and Retention Officer to communities to do recruitment (September-December)
    - Target area: Brantford/Hamilton/Six Nations/KW

Qualifications

- Candidates must be a Wilfrid Laurier University senior student (year 2, 3, 4, 5 or graduate)
- Understanding of the Aboriginal cultures, as well as related groups and services
- Familiarity and/or experience with Laurier's Aboriginal Student Centre would be consider an asset
- Candidates who are academic leaders, GPA 7.0 overall or higher preferred
- Ability to work evenings & weekends
- Excellent interpersonal and communication (written and verbal) skills
- Proven ability to work both independently and as a team
- Leadership skills are an asset
- Proven creativity, innovation and initiative
- Strong computer skills, including a sound knowledge of spreadsheet packages, word processing, databases and website management

Renumeration

- $1,500 per semester

Additional Information:

- Resume & Cover Letter due by **Friday, August 15th at 5:00pm via any of the following methods**
  - Fax: 519-884-5805
  - Mail: 187 Albert Street, Waterloo Ontario, N2L 3T4
  - Email: **mireland@wlu.ca**

- The position needs to be available at the Waterloo campus from Sept. 2014 – April 2015 and the candidate must commit to a two-day training session on Sept. 2 and 3, 2014