

**JOB TITLE:** Centre Assistant, Indigenous Student Resource Centre (ISRC)

**REPORTS TO:** ISRC Coordinator

**CAMPUS:** Thunder Bay

**TERM:** Until November 29, 2024 & January 2, 2025 to April 4, 2025

**HOURS:** 10 hours/week: Throughout Monday to Friday, some weekends/evenings as required

**PAY:** \$18/hour, bi-weekly

### **ROLE SUMMARY:**

The Centre Assistant of the Indigenous Student Resource Centre (ISRC) will support the Coordinator in promoting a safe, inclusive, and equitable environment for Indigenous students at Lakehead University. The Centre Assistant will help manage day-to-day operations, assist in organizing events and programs, and support the needs of Indigenous students.

### **KEY RESPONSIBILITIES:**

- Assist in managing the day-to-day operations of the centre, including:
  - Being present in the centre during scheduled hours
  - Maintaining a welcoming environment by greeting and talking with students accessing the centre
  - Being familiar with and locating available resources for students accessing the centre
  - Maintaining cleanliness of the centre ensuring accessibility and complying with health and safety regulations
  - Maintaining the centre's supplies
  - Supporting the Coordinator with administrative tasks.
- Assist in organizing and delivering events and programs, including cultural programming, community-building activities, and educational panels or workshops.
- Help maintain a welcoming and safe space in the ISRC for students, providing support and referrals as needed.
- Build and maintain relationships with students, Elders, and Knowledge Keepers.
- Support outreach efforts, including managing social media accounts and promoting events.
- Participate in team meetings and contribute to the planning and implementation of new programs.
- Other duties as assigned by the ISRC Coordinator.

### **QUALIFICATIONS:**

- Preference will be given to applicants who self-identify as First Nations, Métis, or Inuit.

- Knowledge of Indigenous cultures, traditions, and issues affecting Indigenous students is an asset.
- Strong interpersonal and communication skills, with an ability to work in a diverse team.
- Basic experience with event organizing and coordinating activities is an asset.
- Experience with social media, Canva, and Google Suite is beneficial but not required.
- Interest in learning and supporting Indigenous student services and programs.

## **EMPLOYMENT EQUITY:**

LUSU is committed to the principles of employment equity. Applications from all qualified candidates are welcome; in particular, applications are encouraged from Queer and Trans people, women, Black, Indigenous, and Racialized people, and Disabled People. We prioritize the hiring of individuals who experience systemic barriers to employment, and invite you to self-disclose in your cover letter or on your resume.

Please use your cover letter to tell us about your unique perspectives, experiences, and abilities, as they apply to your fit within the student union's team.

## **APPLICATIONS:**

Email your cover letter and resume to [isrc@lusu.ca](mailto:isrc@lusu.ca) and address it to Alyssa Lentz (ISRC Coordinator). Please use the subject line "Application: Centre Assistant, Indigenous Student Resource Centre".

**Applications Due:** October 18, 11:59pm

**Interviews:** Qualified applicants will be contacted for interviews.



## **About Us**

The Lakehead University Student Union (LUSU), Local 32 of the Canadian Federation of Students, is the students' union representing nearly 10,000 members at Lakehead University's Thunder Bay and Orillia Campuses. We are a non-partisan, non-profit organization dedicated to the fight for a universal, accessible post-secondary education and providing an environment where students can pursue academic excellence as well as personal and social growth.