

## Job Posting

### **Program Support Assistant - Indigenous Student Services, McMaster University Part-time McMaster Work Program\* – 10 hours/week**

#### **Overview:**

Indigenous Student Services provides and connects Indigenous learners to the supports they need to achieve their academic goals. We work to promote a safe place for Indigenous learners by identifying gaps and providing holistic supports.

This includes academic counseling; academic skills support; program selection and degree mapping; culturally relevant and appropriate personal supports; facilitation of interaction with Elders; and the creation of an inviting and supportive community for Indigenous students to thrive in their academic careers at McMaster.

The Indigenous Student Services Program Assistant will perform a variety of routine clerical duties and administrative tasks to support the refinement and development of the program.

#### **Key Functions:**

- Provide various administrative support functions to the department.
- Compile and synthesize program related data.
- Update content on various communication platforms.
- Conduct directed research to update and improve upon various aspects of the program.

#### **Qualifications & Assets:**

- Education: High school diploma or equivalent.
- Experience: 6 months of related experience.
- Ability to use Microsoft Office suite applications (Word, Excel, Outlook, Teams, etc.).
- Experience using social media for professional or community purposes.
- Able to carry out general administrative tasks with minimal supervision.
- Ability to work on projects independently and collaboratively.
- Good verbal and written communication skills.
- Excellent interpersonal and networking skills.
- Strong time management and organizational skills.
- Familiarity with Indigenous communities (local, provincial, and national).
- Available to work evenings and weekends on occasion.
- Critical thinking and problem-solving skills.
- Willingness to learn.
- Experience with coordinating events/event planning an asset.

**Additional Information:**

**\*Candidates applying to this position must be approved for the McMaster Work Program. Please attach a copy of your work program approval. For more information on this program, please visit: <http://sfas.mcmaster.ca/work-programs/fall-winter-work/>**

To fulfill McMaster's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Métis and Inuit peoples). **Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.**

**DEADLINE: August 25, 2020**

**Apply through Mosaic**

- **Mosaic Home > Career Opportunities > Student Work Program > Program Support Assistant, JOB ID 33328**

**Any questions can be directed to Jordan Carrier, Indigenous Student Success Advisor via email at [indigsc@mcmaster.ca](mailto:indigsc@mcmaster.ca) or private message on MS Teams: carrij**

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the Dish with One Spoon wampum agreement.