

Support - Indigenous

Job ID: CCS-018

Campus: Cornwall

Hours: Up to 12 hrs/week

Number of Positions: Two (2)

Department: Student Services

Number of Weeks: Up to 13 weeks

JOB DESCRIPTION

KEY DUTIES

- Assist Aboriginal Student Advisor by:
- Attending to needs of Aboriginal students
- Attending Aboriginal events
- Organizing campus events
- Maintaining the Eagle Learning Café as a welcoming place for students
- Managing resources available in the Eagle Learning Café
- On occasion may be asked to perform other duties as assigned, such as special functions (i.e., orientation, open house, awards dinners, etc.)

SKILLS REQUIRED

- Interpersonal and communication skills
- Excellent computer skills
- Online research skills
- Knowledge of native culture
- Community connections with Aboriginal organizations an asset

TERMS OF EMPLOYMENT

- Rate of pay: \$15.06 / hour (including 6% vacation pay).
- This position falls under the provisions of Student Employees in the Part-time Support Staff Collective Agreement and is subject to union dues.
- **The student must be currently enrolled at St. Lawrence College.**
- The student must demonstrate a financial need by filling out the Employment On-Campus Assessment Form, be in good academic standing and sign a confidentiality statement.
- *BBA, Second Career and Apprenticeship students are not eligible for funding by the Student Employment On-Campus Program. They are still encouraged to apply, as additional funding options may be available.*

Posted Date: October 10, 2019

Closing Date: October 20, 2019

Apply Online:

Go to: www.stlawrencecollege.ca → "Work at SLC" → "Jobs for Current Students" → "How to Apply"

Apply on Campus

Brockville & Cornwall: Drop off your cover letter & resume to Student Services in an envelope addressed "C/O Student Employment On-Campus" and a clearly indicated JOB ID.

Please ensure you complete the Employment On-Campus Assessment Form.