



**Four Directions**  
Indigenous Student Centre



## Four Directions Indigenous Student Centre

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<b>Position:</b>	4D Social Ambassador (2 positions)
<b>Term:</b>	September 2026 – April 2027
<b>Remuneration:</b>	\$18.60/hour
<b>Deadline to apply:</b>	May 27 <sup>th</sup> , 2026 (or until positions are filled)

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### Background:

Four Directions Indigenous Student Centre (FDISC) strives to be a home away from home for Indigenous students and provides holistic support (emotional, physical, spiritual, and mental) to Indigenous students at Queen's University. FDISC offers cultural counselling, academic advising, support services, feasts, social, and cultural activities.

The 4D Social Ambassadors will help create engaging social programming for their Indigenous peers to build relationship and foster community.

### Key Duties:

- Build a positive relationship and rapport with Indigenous students and staff;
- Model effective problem-solving skills, academic study skills, and self-care strategies to students;
- Represent FDISC within the Queen's community, Indigenous community, and the larger community at events, on social media, and during events or opportunities as they arise;
- Attend and participate in 4D events/programs, as a student attendee;
- Assisting with 4D events such as feasts or programming, if additional support is needed;
- Co-plan and co-facilitate social events for Indigenous students either in person or virtually;
- Maintain records of student attendance at events for reporting purposes;
- Participate in webinars and presentations as applicable;
- Conduct yourself according to the Queen's Academic Integrity Policy [Students and Academic Integrity | Academic Integrity \(queensu.ca\)](#);

- Conduct yourself according to the Queen’s Student Code of Conduct ([Queen’s University Student Code of Conduct \(queensu.ca\)](https://www.queensu.ca/student-code-of-conduct)); and
- Other duties as assigned

### **Skills Required:**

- Possess an interest, passion, and enthusiasm for supporting other Indigenous students;
- Conduct self in a respectful, non-judgmental, and supportive manner;
- Possess excellent time management and organizational skills;
- Effective open and on-going communication skills;
- Maintain confidentiality with student information at all times;
- Familiar with on-campus services such as SASS, Student Wellness Services, Career Services, Division of Student Affairs, and embedded faculty resources;
- Proficient in Microsoft Office applications (Teams, Excel, Outlook, Word, and PowerPoint);
- Confidence using social media (creating post content, writing captions, adding alt text, using IG Stories appropriately etc);
- Experience in creating promotional materials using programs such as Canva would be an asset;

### **Eligibility:**

- Full-time equivalent Queen’s undergraduate or graduate student with at least one year experience as a Queen’s student;
- Documentation to show that students meet one of the following criteria:
  - Option 1 – Government Documentation
    - “Certificate of Indian Status” issued by Indian and Northern Affairs Canada that is current and not expired;
    - Certified copy of a Métis Nation Citizenship card from one of the four provincial affiliates (Métis Nation of Ontario including "complete citizenship" confirmation letter from the MNO Registrar, Métis Nation Saskatchewan, Métis Nation of Alberta, Métis Nation British Columbia) of the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
    - Certified copy of a Nunavut Trust Certificate card or Inuit Enrollment card associated with one of the Land Claim Agreements in the claim regions of Nunavut, Nunatsiavut, Nunavik, and Inuvialuit;
    - Citizenship identification issued by a First Nation that has a modern Treaty and / or self-government agreement;
    - Membership card or other documentation indicating that the person is a Non-Status First Nation person who is a member of an Indigenous

organization negotiating a treaty or other agreement with the federal and/or provincial governments; and

- American Indian, Alaskan Native, or Native Hawaiian citizenship document from tribes that are state or federally recognized or recognized by the [National Congress of American Indians](#).
- Option 2 – Applicant Self-Declaration
  - a statement about their existing lived experiences and ongoing relationship to a legally recognized and rights bearing<sup>1</sup> Indigenous community, Nation, or People. This includes specific information about the First Nation, Inuit, or Métis community such as their treaty, scrip, land claim, and territory or region; AND
  - The applicant will also be required to provide a letter of verification issued by a recognized First Nation, Inuit, or Métis community claimed by the applicant.
- Good academic and student conduct standing, and;
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role. \*Please note: successful candidates are eligible to have the cost of their CPIC reimbursed. Please keep your receipt and connect with the Indigenous Advisor to request this\*.

#### **Time Commitment:**

- Minimum of one 30 minute virtual meeting per week with Indigenous Events and Programs Coordinator, and other 4D Social Ambassador;
- Co-plan and co-facilitate a minimum of one social event per month (this would include promoting the event, organizing/scheduling, any other prep needed, and facilitating the actual event);
- There are no set hours per week for this position, as time commitments may fluctuate based on the timeline of events/programs; and
- The term will be from September 2026 to April 2027.

#### **Benefits:**

- Build meaningful relationships with other Indigenous students, FDISC staff, and campus partners;
- Develop and practice critical workplace skills; and
- Give back to the Indigenous student community on campus.

Please send Indigenous citizenship documentation, resume, and cover letter to Shannon Beckstead, Indigenous Events and Programming Coordinator, at [Shannon.beckstead@queensu.ca](mailto:Shannon.beckstead@queensu.ca)

*We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.*