



Four Directions
Indigenous Student Centre



Four Directions Indigenous Student Centre

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| Position: | Ohsahè:ta Program Assistant |
| Term: | September 2026 – April 2027 |
| Remuneration: | \$18.60/hour for up to 3 hours /week |
| Deadline to apply: | May 27 th , 2026 (or until position is filled) |

Background:

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

The Ohsahè:ta Scholarship Program Assistant will work closely with the Indigenous Advisor at Four Directions Indigenous Student Centre to support with the facilitation of the Ohsahè:ta Scholarship Program. Within this role, the Ohsahè:ta Scholarship Program Assistant will provide administrative support such as tracking student attendance, communications with scholarship students, advertising the scholarship program, and scheduling student success plan meetings. The Ohsahè:ta Scholarship Program Assistant will also be in a student leadership/ role model position for students on campus and as such will also be encouraged to form meaningful relationships with their peers and promote overall wellbeing for Indigenous students.

Key Duties:

- Provide administrative support for the Ohsahè:ta Scholarship Program, such as: communicating with scholarship students via email/in person, advertising the program on social media, tracking student attendance at events, attending Ohsahè:ta Scholarship Program meetings, and scheduling Ohsahè:ta Student Success Plan Meetings
- Serve as an energetic and enthusiastic support for Indigenous students in navigating the post-secondary environment;

- Help facilitate and encourage attendance at FDISC programming broadly, especially the Ohsahè:ta Scholarship Program;
- Represent FDISC within the Queen's community, Indigenous community, and the larger community at events, on social media, and during recruitment opportunities;
- Report to, and work closely with, the Indigenous Advisor at Four Directions Indigenous Student Centre;
- Maintain records of event/program attendance for reporting purposes;
- Assist with the creation of evaluation methods and tools to support the Ohsahè:ta Scholarship Program in the future;
- Participate in training, programs, and activities;
- Conduct yourself according to the Queen's Academic Integrity Policy (<https://www.queensu.ca/academicintegrity/home>);
- Conduct yourself according to the Queen's Student Code of Conduct (http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf); 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;
- Demonstrate leadership potential;
- Possess excellent time management and organizational skills;
- Effective open and on-going communication and interpersonal skills;
- Maintain confidentiality with student information at all times;
- Familiarity with on-campus services such as Yellow House, SASS, Student Wellness Services, Career Services, Division of Student Affairs, and embedded faculty resources;
- Proficient in Microsoft Office applications (Excel, Outlook, Word, and PowerPoint); and
- Experience and comfortability with creating and sharing social media posts (written, images, and videos);
- 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 bearing¹ 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.
- Must have demonstrated connection with an Indigenous community and other Indigenous networks, and;
 - Good academic and student conduct standing;
 - 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:

- Up to 3 hours per week during the academic year (September 2026 – April 2027). This time will consist of a weekly meeting with the Indigenous Advisor and administrative tasks for the program.

Benefits:

- Build meaningful relationships with other Indigenous students, FDISC staff, and campus partners;
- An employment opportunity that is flexible with your academic schedule;
- 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 Jessica Parks, Indigenous Advisor, via email at jessica.parks@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/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.