



FOUR DIRECTIONS INDIGENOUS STUDENT CENTRE at Queen's University



Position Titles:	Evening Administrative Student Assistant / Evening Administrative Student Coordinator
Length of Term:	September 2025 – April 2026
Shift:	Monday – Thursday, 4:30pm to 8:00pm, Sunday – Noon to 6:00pm
Hourly Wage:	\$18.20 For Admin Assistant / \$21.20 for Coordinator
Deadline to Apply:	June 6 th , 2025
Positions Available:	Up to 9 Admin Assistant / 1 Coordinator

COVID 19 On-Campus Requirements

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

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 Evening Support Assistant will independently manage the Centre after regular office hours. Positioned at the reception desk, the Evening Support Assistant will be responsible for allowing Indigenous students entry into the Centre and ensuring the safety of all visitors. During the shift, you may be asked to complete administrative tasks and support with program preparations.

Job Summary

Four Directions Indigenous Student Centre is looking for a motivated student to join our close-knit team in this brand-new capacity. Many Indigenous students have busy schedules and jobs outside of school, which may prevent them from accessing our space during regular business hours. By extending our business hours, we hope to provide Indigenous students who do not have a quiet, safe space of their own, a place to study in peace. As the Evening Support Assistant, you will be providing a safe space for students, while ensuring safety at the Centre.

As part of the Student Evening Support committee, you will work alongside five other Evening Support Assistants, with an option to gain additional experience as the Student Coordinator. This role would be responsible for scheduling shifts and coordinating coverage, and can be shared biweekly or assigned to one member. All Evening Support Assistants will receive all relevant training materials during your first day, and all emergency contact information will be readily

available and visible. The Assistant will maintain a working knowledge of Four Directions, answering questions and directing to appropriate resources when necessary.

The Coordinator Position will complete all of the same duties, but will be the point of contact for scheduling the shifts for the Admin Students.

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;
- Maintain safety of the Centre. Doors are to be kept locked the entirety of your shift. Please remain at the reception desk and let students in as they come;
- Replenish basket in the kitchen regularly, or whenever you see it looking empty. Make a note of anything in the cupboard that needs to be re-ordered;
- Assist staff with maintaining physical space by cleaning/organizing;
- Provide back-up support to in-office staff by assisting with regular duties;
- Participate in optional webinars, training sessions and presentations offered to you by your supervisor;
- Conduct yourself according to the Queen's Academic Integrity Policy [Students and Academic Integrity | Academic Integrity \(queensu.ca\)](https://www.queensu.ca/academic-integrity);
- 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);
- Follow all Closing Duties outlined in the Front Desk Manual;
- Other duties as assigned.
- COORDINATOR – scheduling the team to ensure hours are covered

Skills Required:

- Possess an interest, passion, and enthusiasm for supporting other Indigenous students;
- Self-confident in fielding and answering questions from Indigenous students;
- 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 an asset
- Proficient in Microsoft Office applications (Teams, Excel, Outlook, Word, and PowerPoint);
- COORDINATOR – calendar management

Time Commitment:

- There is currently no concrete hourly commitment for this position - hours may fluctuate based on the identified need, versus the number of filled positions. We estimate you will work no more than 10 hours per week;
- You may be asked to work weekends during exam periods;
- The term will begin early September 2025 to April 2026, exact start date is flexible and will be determined based on your availability;
- We will never schedule you a shift during class time. Your education always comes first.

Benefits:

- Gain valuable EDII-related work experience, all while focusing on coursework in a safe and quiet environment;
- Build meaningful relationships with other Indigenous students, Four Directions staff, and campus partners;
- Develop and practice critical workplace skills;
- Give back to the Indigenous student community on campus.

Eligibility:

- Full-time equivalent Queen's undergraduate or graduate student with at least one year experience as a Queen's student;
- 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.
- Good academic and student conduct standing;
- Documentation to show that students meet one of the following criteria:
 - "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**.

When applying for this role, please send Indigenous citizenship documentation, resume, and cover letter to the 4direct@queensu.ca inbox.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Four Direction's Departmental Assistant at luke.breault@queensu.ca