

Office/Department/Program: Queen's Health Sciences Equity, Diversity, Inclusion, Indigeneity and Accessibility Initiatives – Office of Indigenous Health

Job Title: QHS Indigenous Student Support Coordinator

Brief Description of Your Unit/Organization:

Queen's Health Sciences Office of Equity, Diversity, Inclusion, Indigeneity and Accessibility (EDIIA) initiatives is made up of the Office of Indigenous Health and Office of Equity and Social Accountability. The Office of Indigenous Health has a mandate to develop and implement activities and initiatives that promote Indigenous Health and reconciliation in Queen's Health Sciences. The office is a resource and advocate for Indigenous health education scholarship that is responsive to community priorities, promotes innovative care approaches, and incorporates and preserves Indigenous culture. The work of the Office of Equity and Social Accountability is guided by the QHS EDIIA Action Plan. It has a mandate to be accountable to its learners, faculty, staff, alumni, and broader community, taking action to respond to the education and health needs of our communities in an equitable and inclusive manner. The office has a responsibility to develop education, research, and clinical resources that prioritize "health for all." The Nest is home to Queen's Health Sciences, Equity, Diversity, Inclusion, Indigeneity and Accessibility (EDIIA) Initiatives and is the name of the physical space in which we work. It is a space for learners, staff and faculty to use to advance initiatives within EDIIA and encourage interprofessional collaboration. Within the Nest there is a shared workstation, kitchenette, lounge, Indigenous space, boardroom and breast/chest feeding room with a change table. It houses the Offices of Equity and Social Accountability and Indigenous Health.

QHS EDIIA Initiatives is committed to employment equity and diversity in the workplace and welcome applications from individuals from equity deserving groups such as women, racialized groups, Indigenous peoples, persons with a disability, persons who identify in the 2SLGBTQIA+ community and others who reflect the diversity of Canadian society.

Internship Responsibilities and Learning Outcomes

Role Summary:

Reporting to the Associate Dean, Indigenous Health and Director, QHS EDIIA Initiatives, the coordinator is responsible for supporting the goals of the Office of Indigenous Health and the Faculty of Health Sciences by helping to provide structure for targeted and culturally relevant support for Indigenous students within Health Sciences Academic and

Professional Programs. The coordinator acts as a resource person to facilitate the support of Indigenous students in the Faculty, with the aim of enhancing academic success, wellness, and retention of Indigenous students in QHS.

Key Responsibilities:

- Provide leadership and guidance to the unit with respect to supporting Indigenous students helping students to develop a holistic view of academic, personal, financial, and career goals and balance academic, professional, social, and personal demands. Collaborate with campus partners to refer students to other campus services.
- Planning and potential execution of events and programming designed to improve the Indigenous student experience in QHS and assist with cultural and academic transition for students into and within Queen's.
- Liaise with self-identified Indigenous students inside and outside Queen's who may be interested in a second-entry academic and health professions programs at Queen's Health Sciences to determine ideal supports.
- Where timing allows, support QHS admission programs with admissions activities relevant to Indigenous Admissions Pathway (e.g. identity verification, review of applications, etc.)
- Liaise with student support staff across Queen's University (e.g. Four Directions) to determine coordination of supports and ways to enhance Indigenous student experience in QHS.
- Perform other student support administrative duties as required.

Intern Learning Outcomes:

- Apply culturally responsive and equity-informed approaches to support Indigenous student academic success, wellness, belonging, and retention.
- Develop and deliver inclusive programming that enhances the academic, professional, and social experiences of Indigenous students in Health Sciences.
- Strengthen collaboration and relationship-building skills by working with students, faculty, and campus partners to improve supports and resources for Indigenous students.
- Gain practical experience in equitable admissions and institutional practices, including supporting the Indigenous Admissions Pathway and initiatives that enhance Indigenous representation in the health professions.

Qualifications:

- PhD student or candidate at Queen's University. PhD students in health and/or education related fields preferred.
- Indigenous identified PhD student preferred.
- Demonstrate interest in EDIIA, student affairs, health professions education, or a related area.
- Experience working with Indigenous students in the post-secondary setting or community-based environment.
- Strong interpersonal, communication, and relationship-building skills, with the ability to work effectively with students, faculty, staff, and community partners.
- Ability to develop and coordinate student-focused programs, events, and initiatives that promote belonging, wellness, academic success, and professional development.
- Strong organizational and project-management skills, including the ability to manage multiple priorities and work independently.
- Demonstrated ability to handle confidential and sensitive information with professionalism, discretion, and sound judgment.
- Understanding of anti-Indigenous racism, intersectionality, and culturally responsive practices and their application within educational environments.

While successful candidates will hold some of the skills listed in this section, we understand that no candidate will hold all of them. We encourage all who have an interest in supporting Indigenous students to apply for the role, conveying both which skills they do hold and their interest in learning new one.

QHS EDIIA Initiatives is excited to welcome a doctoral intern to our team! Along with the project and responsibilities described above, the intern will gain a comprehensive understanding of how QHS EDIIA Initiatives fits within the broader landscape of the university administration structure. The intern will be exposed to senior leaders and administrators within Queen's Health Sciences through attendance at relevant meetings. Through regular mentorship conversations and meetings with their supervisors, Associate Dean, Equity and Social Accountability and Director, QHS EDIIA Initiatives, the intern will learn more about student support in the post-secondary setting