EVENTS ASSISTANT
OTSENHÁKTA STUDENT CENTRE

NOTE: This is a part-time position for a student at Concordia University. Eligible applicants must be current Concordia students.

SCOPE
Reporting to the Coordinator, Indigenous Student Engagement, the employee will assist with the planning and organizing of events and workshops at the Otsenhakta Student Centre for the 2022/2023 academic year.

PRIMARY RESPONSIBILITIES

• Outreach to Indigenous students to inform them about upcoming events.
• Liaise with the Communications Assistants for event promotion.
• Provide support to OSC staff in planning, organizing and delivering events and workshops for Indigenous students.
• Attend OSC team meetings.
• Contribute to the development of programming for new Indigenous students by participating in idea generation exercises and regularly providing feedback from the student point of view.

REQUIREMENTS

• Must be a Concordia student, currently registered with the OSC and in good standing.
• Significant experience working with Indigenous peoples.
• Ability to work independently and as part of a team.
• Very good knowledge of spoken and written English.
• Experience in event planning and organization are assets.
• Excellent communication skills.

WORKING CONDITIONS

This is a part-time position of 15 hours per week with an hourly rate of $18.00 per hour from September 2022 – April 2023. Must be available to work in-person at the OSC with a flexible schedule that includes weeknights.

Please send your curriculum vitae with a covering letter to the attention of Katsistohkwí:io Jacco (tsisto.jacco@concordia.ca), Indigenous Student Success Coordinator. Deadline to apply: September 2, 2022.