

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.**