

Mentor/Support Assistant to Aboriginal students

JOB DESCRIPTION

The Aboriginal Student Resource Centre (ASRC) is currently seeking a candidate to fill the position of **Mentor/ Support Assistant to Aboriginal students**, to begin August 6th, 2018 and ending April 30, 2019 - 35 hours per week.

Tasks and responsibilities:

The primary role is to provide assistance to students by helping them to interpret program guidelines and expectations, policies and procedures, coursework, exams and research papers, and to provide mentorship through active listening and social support.

- Take an active role in planning and coordinating activities, cultural workshops and events.
- Assist the ASRC with strategies to help increase student retention at the undergraduate and graduate levels.
- Have an “open door” policy for students to drop in during office hours as well as schedule appointments based on students' needs.
- Create a welcoming environment to students and support the Aboriginal community at Concordia.
- Maintain communication and liaise with various university departments and offices such as the Student Success Centre, Counselling and Psychological Services, Access Centre for Students with Disabilities, Financial Aid & Awards, as well as Department Administrators and Advisors and the urban Aboriginal resource community by promoting their services to students.
- Utilize the pre-existing network of on-campus services to address student needs such as time management, study skills, scholarship applications, job search & CV writing, and anything related to academic empowerment.
- Accompany students to appointments, advising, events and anything relevant that will promote academic success.
- Provide guidance, support and writing assistance to new and returning students by helping to develop outlines and providing general feedback.
- Complete other daily office-related tasks that could include helping students with navigating SIS, greeting visitors, answering calls and emails.
- Assist with and attend promotional and outreach events with students and/or the Coordinator.
- Manage social media and the ASRC newsletter.
- Attend trainings.

- Be available to work outside regular Monday - Friday 9:00 – 5:00 hours on occasion with advance notice.
- Accompany students on outside excursions, activities, events, etc. designed to help students transition to University and city life.

Qualifications:

- A Bachelor's Degree in Human Relations, Social Work, Education or related field is a minimum requirement.
- Must possess strong interpersonal, communication, organizational skills and leadership qualities.
- Some knowledge of the university system, procedures, academic resources and centres.
- Able to work independently and as part of a team.
- Proficient computer skills in a PC environment.
- Strong verbal and written communication skills.
- Committed to ongoing professional development.
- Experience with editing essays.

Assets:

- Bilingualism in French and English.
- Brings a network of contacts and a connection to the urban Aboriginal community and services in Montreal and surrounding areas.
- Event-planning and coordination.
- Self-motivated, resourceful and creative.
- Adaptable.

Deadline to apply:

5:00 p.m. July 12, 2018

Submit CV to:

Bo-Kyung Kim, Department Assistant at the Aboriginal Student Resource Centre
Bo.kim@concordia.ca or 514-848-2424 ext. 7327.