JOB DESCRIPTION

| **TITLE** | INDIGENOUS STUDENT REPRESENTATIVE |
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| **Reports To:**  | [INSERT NAME/TITLE] |

**Job Purpose**

The primary responsibility of the Indigenous Student Representative is to liaise between Indigenous students and [Organization Name] to support Indigenous students with their needs and represent or educate them on Indigenous issues.

A successful Indigenous Student Representative is a highly organized, natural communicator, who understands the cultural issues or barriers faced by Indigenous students, and will work to overcome those barriers.

**Duties and Responsibilities**

Overall Responsibilities:

* Assist indigenous students with their needs
* Provide adequate information for a smooth transition to [INSERT SCHOOL/OTHER TYPE OF INSTITUTION]
* Reach out to indigenous students to update them on any particular issues or recommendations
* Educate the student body on Indigenous culture and/or issues, making recommendations on how to bridge barriers
* Work with Indigenous students and faculty to organize and promote indigenous events
* Attend staff meetings, taking adequate notes and providing input as applicable
* Draft suitable indigenous student engagement activities
* Be a point of contact for indigenous students to provide necessary services
* Assist the Board with other duties upon request

**Qualifications**

* Must be enrolled at [INSERT SCHOOL] full-time
* Preference will be given to a person who self-identifies as an Indigenous person of North America
* Previous experience with indigenous communities representation or diversity, equity, and inclusion initiatives is considered an asset
* Ability to communicate effectively both orally and in writing
* Strong communication skills, interpersonal and cross-cultural effectiveness skills
* Ability to build relationships with students and advocate on their behalf
* Organized, detail-oriented, resourceful, flexible and able to work independently and meet deadlines
* Ability to plan, implement and prioritize tasks, optimize resources, and work with others to accomplish goals or priorities

**Working Conditions**

* Flexibility of working hours
* Some travel may be required