**Title of Position:** Indigenous Student Services, Indigenous Student Ambassador (Bishkaa Mentor Program)

**Division/Department:**  Indigenous Student Services

**Job Duties**

* Assisting in the development of a database to track off-campus resource information for Indigenous students
* Assist the Indigenous Student Services Coordinator with organizing and planning the Indigenous Student Orientation including volunteer recruitment and participating in the Bishkaa orientation sessions
* Assist with marketing information on social media and responding to inquiries from First Nation (status and non-status), Métis and Inuit students
* Liaise with incoming Indigenous students to assist with transition support logistics and information services
* Assist the Indigenous Student Services Coordinator with other related activities such as welcome/orientation events, clerical duties such as updating spreadsheets, assisting with arrival services coordination, preparation of community resource kits, etc.
* Assist with special projects and the Bishkaa Peer Mentor Program.

**Qualifications**

* Must have completed at least one full semester at Fleming and currently be a full-time Fleming College student in good academic standing (any program)
* Demonstrated interest and experience in Indigenous learning and support for First Nation, Inuit and Métis students including but not limited to knowledge of various cultures, current or prior experience in travel and Indigenous education (challenges, barriers, and successes)
* Excellent communication and interpersonal skills to effectively relate to students, faculty and staff at the College
* High level of organizational skills with the ability to multi-task
* Ability to work independently and inter-dependently as part of a team
* Awareness of and respect for cultural diversity
* Ability to work with a variety of software applications including word processing, data entry and extraction, spreadsheets, and databases
* Familiarity with social networking applications (e.g. Facebook) is an asset
* Volunteer experience while at Fleming is an asset but not required.

**Additional Information ie special equipment or travel**