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| **Title of Position** | Indigenous Student Ambassador (Biishka Mentor Program) |
| **Department** | Indigenous Student Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

4.00 Assist with project related work as required

1. Other duties as required

**Qualifications**

* Current student of Fleming College
* Self-identify as having First Nation, Inuit or Métis ancestry
* Have lived experience working with First Nation, Inuit or Métis communities
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopies, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail