

SAMRU – CULTURAL AND INDIGENOUS INCLUSION ADMINISTRATOR (PT)

JOB DESCRIPTION:

The part-time Cultural and Indigenous Inclusion Administrator is responsible for performing administrative duties such as checking and replying to general CII emails, collecting and inputting service, program use and volunteer data, maintaining the CII library and resource materials as required, cleaning and organizing the Yellow Room on a daily basis, and helping to create and maintain a respectful, accountable and inclusive environment during CII programs as necessary. In the event of the absence of the CII Programmer, the CII Administrator may occasionally be required to provide peer-based active listening, general support and referral to appropriate resources. CII Administrators may provide input into CII processes and future program development goals. In addition to the CII Administrator's regular duties, they will perform other duties as assigned by their supervisor. The CII Administrator is supervised by the CII Programmer or the Director of Student Services.

QUALIFICATIONS:

The successful candidate will have the following experience and credentials:

- Excellent customer service and service delivery skills;
- Strong interpersonal skills, particularly skilled in empathy and non-judgmental manner
- Excellent verbal, non-verbal and written communication skills;
- Strong time management and multitasking skills;
- Ability to work as a team as well as independently;
- Ability to complete assigned task in a timely and efficient manner;
- Willingness and ability to readily respond to changing circumstances and expectations;
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook;
- Candidate must be enrolled as a credit student at Mount Royal University; and
- Preference may be given to candidates from Indigenous or racialized communities, SAMRU Volunteer Basic Training, and/or enrolled in areas of study involving interpersonal skills development.

DEADLINE TO APPLY:

August 13, 2021

COMPENSATION:

Salary \$16 per hour

APPLICATION & PROCESS:

Candidates are invited to submit their resume, 2021-22 class schedule, and availability to Cory Cardinal at c.cardinal@samru.ca. No telephone inquiries please. Only those candidates selected for an interview will be contacted.

We represent and serve students to help them succeed.

For more information about our organization, please visit our web site at: www.samru.ca