

SAMRU – INDIGENOUS OUTREACH ADMINISTRATOR (PT)

The Students' Association of Mount Royal University is seeking a dedicated and organized individual who self-identifies as part of the Indigenous student community to help support inclusive programming, administration, and relationship building in SAMRU's Cultural and Indigenous Inclusion Centre and the wider campus community.

POSITION TITLE: Indigenous Outreach Administrator

SUPERVISOR: Cultural and Indigenous Inclusion Programmer

TERM: This is a contract role from September 2026 to April 2027

COMPENSATION: \$17 per hour

JOB DESCRIPTION:

Under the direction of the Cultural and Indigenous Inclusion Programmer, the Indigenous Outreach Administrator:

- Participates in the Indigenous student communities on campus and performs outreach to Indigenous students;
- Connects Indigenous students to SAMRU's clubs programs and the resources within, including providing support;
- Sits as a member of the SAMRU Awards selection committee;
- Spends structured time in the Iniskim Centre and the Cultural Inclusion Centre (CIC) to make connections, share information, and engage positively with Indigenous students;
- May perform administrative duties such as checking and replying to emails, collecting and inputting data;
- Maintains CIC resource materials as required;
- Cleans and organizes the CIC, and helps create and maintain a respectful, accountable and inclusive environment during CIC programs as necessary;
- May occasionally be required to provide peer-based active listening, general support and referral to appropriate resources;
- May provide input into CIC processes and future program development goals;
- Support CIC programming and events in Centre and around campus, especially Indigenous-focussed programming;
- Perform other duties related to the Cultural and Indigenous Inclusion Centre as assigned.

QUALIFICATIONS:

The successful candidate will have the following experience and credentials:

- Customer service and service delivery skills;

- Interpersonal skills, particularly skilled in empathy and non-judgmental manner;
- Proficient communication skills;
- Time management and multitasking skills;
- Ability to work as a team as well as independently;
- Ability to complete assigned tasks;
- Willingness and ability to readily respond to changing circumstances and expectations;
- Proficiency in Google Workspace;
- Candidate must be enrolled as a credit student at Mount Royal University
- Preference may be given to a student who self-identifies as part of the Indigenous student community.

DEADLINE TO APPLY:

Open until a suitable candidate is found.

APPLICATION & PROCESS:

Candidates are invited to submit their resume and availability to Cory Cardinal at c.cardinal@samru.ca. We will work with applicants requesting accommodation at any stage of the hiring process.

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