

ii' taa'poh'to'p

The University of Calgary plays a key role in the Calgary community, as it is a hub of curious inquisitive and civic-minded students, faculty and staff. Our campus community is foundational to fostering an environment that is respectful and inclusive of Indigenous peoples as demonstrated by the development of ii' taa'poh'to'p, the University of Calgary's Indigenous Strategy. ii' taa'poh'to'p is a commitment to deep evolutionary transformation by reimagining ways of knowing, doing, connecting and being. Walking parallel paths together, "in a good way," UCalgary is moving toward genuine reconciliation and Indigenization.

The Indigenous Summer Student Program is an opportunity for Indigenous post-secondary students to contribute to our Indigenization, while also gaining valuable work experience. This program is in partnership with Community Futures Treaty 7 and the Rupertsland Institute. As per funding rules, currently these roles are only available to First Nation treaty-status or Métis students.

Job Title: Continuing Education Indigenous Summer Student

Department/ Unit: Continuing Education

Apply to: lauren.remple@ucalgary.ca

As a way of implementing ii'taa'poh'to'p, UCalgary's Indigenous strategy, Continuing Education hired an Indigenous Program Specialist in 2018. The Indigenous Program Specialist works with internal stakeholders, Indigenous communities and Indigenous organizations to support access to education for Indigenous peoples and to develop programming related to Indigenous peoples, cultures and histories.

The Continuing Education summer student performs a variety of duties in support of Continuing Education's Indigenous programs and initiatives. The summer student's primary responsibility will be to support the development of an innovative non-credit certificate program that focuses on reconciliation. Specific duties include:

Qualifications/Expertise Required:

- Currently enrolled in a degree program, such as Arts, Commerce, Communications, Education, Indigenous Studies, Science, Social Science or Social Work.
- Must be returning to full-time post-secondary program in Fall 2020
- Some related experience in market research and competitive analysis.
- Ability to follow direction, understand priorities and meet deadlines.
- Strong working knowledge of Microsoft Professional Office (Word, Excel, Outlook, PowerPoint).
- Excellent written and verbal communication, time management, organizational and interpersonal skills and strong attention to detail.
- Ability to perform multiple and varied tasks, with attention to detail in a fast paced environment.
- Positive attitude and demonstrated ability to be a collaborative team member.
- Some related office experience would be an asset.
- Some community engagement experience would be an asset.

Accountabilities/Tasks and Duties: *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

Market Research

- Gather, assess and maintain competitive analysis related to existing and emerging products/services, market developments and industry trends, specifically related to Indigenous programming.
- Perform research about our customers and market segments and provide recommendations for reaching these audiences.

Program Development

- Together with the Indigenous Program Specialist, engage stakeholders, including First Nations communities, Indigenous organizations and internal stakeholders, to support the development of a new certificate program focused on reconciliation.
- Prepare a work plan for the development and implementation of the new reconciliation certificate program.
- Support content development of an innovative program that focuses on enhancing reconciliation within Canada.

Program Support

- Research grant opportunities and compile a database of available grants.
- When applicable, support the grant writing process by creating the first draft.
- Support program administration for the domestic programming team to gain exposure to the breadth of Continuing Education programming.

Administrative Support

- Perform records management in compliance with UCalgary policies.
- Assist with the CAUCE 2020 Conference, hosted by Continuing Education.
- Assist with the annual graduation ceremony.
- Perform other administrative duties as required.