

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, these roles are only available to First Nation treaty-status or Métis students.

Job Title: Human Resources Summer Student

Department/ Unit: Human Resources

Apply to: Lauren.remple@ucalgary.ca

Qualifications/Expertise Required:

- The student should have completed their 2nd year in a business, communications, arts of education program. An interest in a career in Human Resources is an asset
- Must be returning to full-time post-secondary studies in Fall 2020
- Strong communication and research skills
- Ability to find effective ways to promote Indigenization throughout the HR portfolio.
- 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

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

- Develop resources to support Managers in recruiting and retaining Indigenous faculty and staff
- Work with Talent Development to review current website for inclusion
- Review HR programs and practices for opportunities and barriers to Indigenous recruitment and retention
- Expand our Indigenous talent pipeline through community outreach
- Build awareness of career opportunities with current Indigenous staff internally
- Interview Indigenous faculty and staff across campus and create a visual documentation to support the creation of the Diversity website and Indigenous Student Mentoring Day
- Assist the Talent Acquisition Strategist, Diversity with evaluating and advising on the development of the Indigenous Summer Student Program.

