

## **IRC Assistant**

The IRC Assistant role is expected to aid the Indigenous Relations Coordinator in their efforts to address relevant Indigenous issues connected to Western's Campus and Indigenous Strategic Plan, as well as create and promote Indigenous programming on campus. This role will work with campus stakeholders such as clubs and Indigenous Services to plan Western's Pow Wow, create programming for Indigenous Awareness Week, and plan relevant awareness campaigns. This role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Aid in the design programming and organize events that cultivate student engagement in cultural customs and traditions.
- Aid in the organization and planning events for Indigenous Awareness Week
- Aid in the organization of Western's annual Pow Wow
- Assist in overseeing an Executive Committee of volunteers
- Adhere to USC bylaws, policies and procedures
- Assist IRC Coordinator in creating an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Indigenous Relations Coordinator Assistant position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The Indigenous Relations Coordinator Assistant will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Relations Coordinator Assistant should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** The Indigenous Relations Coordinator Assistant should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes

how team members can serve to complement one another. Able to effectively facilitate team decisionmaking processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

- Lived Experience: Critical to the position of Indigenous Relations Coordinator Assistant is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Finance Coordinator**

The IRC Finance Coordinator role is expected to assist the Indigenous Relations Coordinator address relevant Indigenous issues, as well as create and promote Indigenous programming on campus through financial support. This role will work to submit grant and other funding source application as well as assist Indigenous Student Association with their grant application process. This role is expected to use research, lived experience and a strong knowledge of finance to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Oversee IRC Budget and tracking sheet
- Apply to grant or funding sources
- Assist ISA to help with powwow funding applications e
- Price promotion activity
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Strong understanding of Finance and budgeting
- **Interpersonal Communication:** The IRC Finance Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Lived Experience:** Critical to the IRC Finance Coordinator position of is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

## **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Graphics Coordinator**

The IRC Graphics Coordinator role is expected create eye-catching graphics to address relevant Indigenous issues, as well as promote Indigenous programming on campus. This role will work with IRC Cultural Advisors and IRC Community Enhancement Coordinator to create informative resources for IRC use. This role is also expected to create graphics for promotional items. Finally this role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Create Unique and eye-catching yet informative graphics for events promotion and promotional items
- Create resources ie. infographics, pamphlets, etc.
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Proficient in Graphic design software and experience creating graphics
- Interpersonal Communication: The IRC Graphics Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- Lived Experience: Critical to the position of The IRC Graphics Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

## **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Communications Coordinator**

The IRC Communications Coordinator role is expected to work with USC Communications in order to work with various media channels. This role will work with IRC Photographer and IRC Graphics Coordinator to create an online presence and create relevant awareness social media campaigns. This role is expected to use research, lived experience and excellent Social Media literacy to aid in the centralization of Indigenous perspectives into Western's online realm.

### **DUTIES AND RESPONSIBILITIES:**

- Work with USC Communications on media release, etc.
- Share and promote upcoming events (USC Coordinators, ISA, IS, Community)
- Create social media campaigns
- Create online presence
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The IRC Communications Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Proficient in utilizing Social Media as a tool to engage and build community**
- **Social Media Literate**
- **Lived Experience:** Critical to the position of The IRC Communications Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

## **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.



## **IRC Photographer**

The IRC Photographer role is expected to create photographic resources to aid in the creation of informational resources, promotional items, and visual documentation of IRC events. The IRC Photographer will work with IRC Communications and IRC Graphics coordinators.

### **DUTIES AND RESPONSIBILITIES:**

- Create photo resources for IRC use
- Documentation of Events
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Proficient in Photography and editing software
- Lived Experience: Critical to the position of IRC Photographer is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Events Coordinator**

The IRC Events Coordinator role is expected work with Indigenous Relations Coordinator to address relevant Indigenous issues, as well as create and promote Indigenous programming on campus. This role will work with campus stakeholders such as clubs and Indigenous Services to plan Western's Pow Wow, create programming for Indigenous Awareness Week, and plan relevant awareness campaigns. This role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Aid in the design programming and organize events that cultivate student engagement in cultural customs and traditions.
- Aid in the organization and planning events for Indigenous Awareness Week
- Aid in the organization of Western's annual Pow Wow
- Assist in the planning of events through brainstorming, to execution processes
- Adhere to USC bylaws, policies and procedures
- Assist the overseeing event schedule and post-event evaluation

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The IRC Events Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The IRC Events Coordinator will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The IRC Events Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** The IRC Events Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decisionmaking processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

- Lived Experience: Critical to the position of Indigenous Relations Coordinator Assistant is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## IRC Cultural Advisors (x2)

The IRC Cultural Advisors will act as cultural consultants when creating policy or when tasked with a research initiative. Their strong understanding of social, cultural, traditional, and political facets of Indigenous Knowledge systems will allow for the creation of cultural resources for IRC use. They will also work with stakeholders to create and build community partnerships.

### DUTIES AND RESPONSIBILITIES:

- Work with stakeholders
- Act as a consultant for cultural based programming and research project
- Aid in the organization of Western's annual Pow Wow
- Help create cultural resources
- Adhere to USC bylaws, policies and procedures

### QUALIFICATIONS:

- Must be an undergraduate student as defined by Western University during the school year they are in the role
- Must self identify as Indigenous

### KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The IRC Cultural Advisor position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Lived Experience:** Critical to the position of IRC Cultural Advisor is a **Strong** understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### TRAINING:

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.

- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Community Enhancement Coordinator**

The IRC Community Enhancement Coordinator role is expected to address relevant Indigenous issues, as well as create and promote Indigenous programming on campus. This role will work with stakeholders such as campus resources, Indigenous organizations within the City of London, and Indigenous communities in the surrounding area to create programming and plan relevant awareness campaigns. This role is expected to create and maintain relationships with community partners, working to unify Students, Indigenous Organizations, and the Indigenous populations, by attending community events and organizing discussion circles. This role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Create and build relationships with the Indigenous Community, including Indigenous peoples and organization on campus, within the city of London, and in the communities in the surrounding area.
- Public Relations
- Attend outreach events
- Organize discussion circles
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The IRC Community Enhancement Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The IRC Community Enhancement Coordinator will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The IRC Community Enhancement Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** The IRC Community Enhancement Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decisionmaking processes, especially when navigating collaborative

creativity among team members. Fosters team culture that supports consensus building and the development of its members.

- Lived Experience: Critical to the position of IRC Community Enhancement Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC ISA Representative (President)**

The IRC ISA Representative is the President or an individual appointed by the president to act as a liaison between the Indigenous Relations Committee and the Indigenous Student Association. This role will provide updates on any ISA event or initiative and to provide the committee with any student concerns that may arise. This role will also assist in the allocation of funds in support of the Indigenous Student Association from IRC.

### **DUTIES AND RESPONSIBILITIES:**

- Act as a Liaison for Indigenous Student Association:
  - a) Collaborate on Powwow planning
  - b) Club event updates
  - c) Student Concerns
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role
- Role Reserved for ISA President or an Individual appointed by ISA President

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Indigenous Relations Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The Indigenous Relations Coordinator Assistant will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Relations Coordinator Assistant should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Executive Committee, the Indigenous Relations Coordinator Assistant should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decisionmaking processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.



- Lived Experience: Critical to the position of Indigenous Relations Coordinator Assistant is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Advocacy Coordinator**

The IRC Advocacy Coordinator acts as a resource to students who are in need of assistance in advocacy efforts. This role will assess barriers facing Indigenous Students in post-secondary education. This role is expected to attend PAC meeting with Indigenous Relations Coordinator.

### **DUTIES AND RESPONSIBILITIES:**

- Assist Students in individual and group advocacy efforts
- Attend PAC meeting with IRC
- Assess barriers to post-secondary education
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The IRC Advocacy Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The IRC Advocacy Coordinator will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Relations Coordinator Assistant should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Proficient in Advocacy strategies and techniques and knowledgeable in USC advocacy guideline**
- **Lived Experience:** Critical to the position of IRC Advocacy Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- **Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.**
- **Strong research and written communication skills is an asset.**
- **Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.**

## **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

## **IRC Indigenous Living and Learning Floor Representative**

The IRC Indigenous Living and Learning Floor Representative role is expected to act as a liaison for the Indigenous Living and Learning Floor in Delaware Hall, they are expected to be the RA of the floor or an individual designated by the RA. This role will work with students residing on the Living and Learning Floor to assess issues such as housing, or transitional issues of Indigenous Students living on campus. This role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

### **DUTIES AND RESPONSIBILITIES:**

- Indigenous Living and Learning floor updates
- Assess Issues facing Indigenous students in Residence
- Assist in planning events to engage first year students
- Adhere to USC bylaws, policies and procedures

### **QUALIFICATIONS:**

- Must be an undergraduate student as defined by Western University during the school year they are in the role

### **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The IRC Indigenous Living and Learning Floor Representative position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums
- **Project Management:** The IRC Indigenous Living and Learning Floor Representative will act as project manager for several the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Relations Coordinator Assistant should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** The IRC Indigenous Living and Learning Floor Representative should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decisionmaking processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

- Lived Experience: Critical to the position of IRC Indigenous Living and Learning Floor Representative is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

### **TRAINING:**

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.