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Position Title: Student Administrative Support Assistant  
Length of Term: September 2024 to April 2025  
Hourly Wage: \$18  
Deadline to Apply: September 9, 2024  
Positions Available: 2

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### COVID 19 On-Campus Requirements

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

### Background:

Four Directions Indigenous Student Centre (FDISC) strives to be a home away from home for Indigenous students and provides holistic support (emotional, physical, spiritual, and mental) to Indigenous students at Queen's University. FDISC offers cultural counselling, academic advising, support services, feasts, social, and cultural activities.

The Administrative Support Assistants help our Centre run smoothly, aiding the Departmental Assistant with providing lunch coverage, administrative tasks, and supporting the Four Directions team with programming preparations, as needed.

### Key Duties:

- Build a positive relationship and rapport with Indigenous students and staff;
- Model effective problem-solving skills, academic study skills, and self-care strategies to students;
- Answering the Centre's main phone line, taking messages and referring to others as appropriate
- Handling front desk inquiries from students, Queen's colleagues, family and community members
- Mail receiving/handling
- Lunch coverage
- Assisting staff with maintaining physical space by cleaning/organizing
- Provide back-up support to in-office staff by assisting with regular duties
- Participate in optional webinars, training sessions and presentations offered to you by your Supervisor
- Conduct yourself according to the Queen's Academic Integrity Policy [Students and Academic Integrity | Academic Integrity \(queensu.ca\)](#);
- Conduct yourself according to the Queen's Student Code of Conduct ([Queen's University Student Code of Conduct \(queensu.ca\)](#));
- Other duties as assigned



