

Student Assistant, Indigenous Equity Diversity & Inclusion (IEDI)

Position Type:	Student Worker
Term:	May 2025 to April, 2026, (approximately 15 hours per week)
Direct Supervisor:	Sarah Gabor-Martinez, Student Transition & Engagement Coordinator
Wage:	\$17.40 (minimum wage), per hour plus 10% in lieu of vacation & benefits

JOB SUMMARY

The Student Assistant, Indigenous, Equity, Diversity, and Inclusion (IEDI) Programming will support initiatives that promote an inclusive and welcoming campus environment. This role involves assisting in event planning, outreach, administrative tasks, and resource development to enhance student engagement in IEDI-related programs and services. The successful candidate will work closely with staff, faculty, and student groups to support initiatives that advance reconciliation, anti-racism, and equity at the University of the Fraser Valley (UFV).

PRIMARY ROLE

As a member of the Student Experience team, the Student Assistant IEDI will provide an essential student perspective during the planning and execution of IEDI student focused programming. Working closely with the Student Transition & Engagement program coordinator, the Student Assistant IEDI will help design and deliver engaging, student-focused synchronous and asynchronous online and in-person IEDI programming for UFV students.

RESPONSIBILITIES

- Research best practices for IEDI student focused programming by constructing research and compile resources
- Assist in organizing and promoting events, workshops, and initiatives related to IEDI programming
- Assist with the ongoing development of engaging and informative IEDI content
- Assist with the development and deployment of engaging digital communication campaigns
- Assist with the planning and execution of online, hybrid, or in person synchronous events
- Engage with students and campus partners to increase awareness and participation in IEDI initiatives
- Develop and analyze surveys sent to program participants & volunteers following IEDI events
- Cooperate professionally with campus partners to get access to critical information and collaborate on various project components
- Attend in-person role development training as required
- Perform related administrative tasks and other duties as assigned

Given the seasonality of tasks and deadlines associated with this program, the Student Assistant, IEDI, should be flexible, well-organized, and able to manage a higher volume of tasks and deadlines near the start of the Fall and Winter semesters. As this is a relatively new position, there will be flexibility in adapting the expectations of the role to best support both the program's needs and the student's strengths. The student who accepts this position is expected to manage their time effectively to meet all responsibilities and to maintain regular and open communication with the Student Transition & Engagement Coordinator throughout the year regarding their ability to do so.

PREFERRED KNOWLEDGE, ABILITIES & SKILLS

- A demonstrated commitment to advancing Indigenous perspectives, equity, diversity, and inclusion
- Comprehensive understanding of systemic barriers to academic success and sense of belonging for Black, Indigenous, People of Colour (BIPOC) communities within post-secondary spaces
- Previous experience working with Indigenous communities or equity-seeking groups is considered an asset
- Comprehensive understanding and knowledge of anti-Indigenous racism, whiteness, decolonizing, white and settler privilege, trauma and violence informed practices, and the impacts of systemic racism and colonization.
- Should be able to demonstrate successful knowledge of issues related to gender and sexual equity including trans rights and inclusion, and disability justice.

QUALIFICATIONS

- Current UFV student in good academic standing (2.0 GPA) for the entire employment term; must have completed at least 6 semesters at UFV by the start of the term
- History of campus and/or community engagement
- Experience in creating/delivering educational programming
- Experience working with high school or university students
- Ability to problem solve effectively with critical and creative thinking skills
- Ability to work independently and as a team on a variety of projects
- Responsible and reliable with exceptional time/task management skills
- Able to be friendly and approachable with colleagues and student peers
- Excellent presentation, engagement, and facilitation skills
- Strong organizational, project management, and administrative skills
- Experience recruiting and organizing volunteers
- Comfortable working with diverse student populations, and a commitment to practicing equity and inclusion
- Highly developed interpersonal and written/verbal communication skills
- Strong proficiency in use of digital communications and design tools (e.g., Canva, MS Office (word/excel/ppt), outlook etc.)
- Willingness to engage in self-reflection and to receive feedback for job performance & professional development
- Knowledge and/or experience working or developing online training tools is an asset
- Some understanding of student development theory is an asset

DEVELOPMENT OPPORTUNITIES

- Receive training and mentoring on diversity & inclusion, effective communication, event planning & facilitation
- Gain experience in project management and volunteer development
- Develop skills in recruitment, selection, training, and management of volunteers
- Develop and enhance communication, interpersonal, professional, and organizational skills
- Develop and enhance understanding and implementation of student development theory
- Gain personal satisfaction and growth while giving back to the UFV community
- Gain experience working in a professional office environment, including using digital tools
- Gain experience working with colleagues in a collaborative work environment
- Access to unique opportunities for professional development and networking
- A letter of recommendation upon successful completion of the term