



Indigenous Studies Program Vancouver School of Theology



Temporary position **JOB DESCRIPTION**

POSITION TITLE

Summer School Assistant (Administrative support and event planning)

Native Ministries Consortium (NMC) Summer School

Reports to:	ISP Coordinator
Employment Status:	Full time = 35 hrs per week, with provision for overtime
Start date:	ASAP
End date:	Aug 14, 2017
Application deadline:	May 11, 2017

POSITION SUMMARY

The Administrative Assistant ensures a welcoming and hospitable environment for the Native Ministries Summer School students, faculty, tutors and guests. This includes support for their programs, and maintenance of student and faculty administrative matters during summer school.

SPECIFIC RESPONSIBILITIES (MAJOR AREAS) AND FUNCTIONS (SPECIFICS)

1. Administrative

Manages administrative functions: Ensures welcoming, hospitable, and culturally safe reception to all (i.e. students, faculty, tutors, and volunteers). Maintains Native Ministries Consortium's records and files; organizes office resources; assists with data collection and systematization. Keeps inventory and meal counts for the food program.

i. Programs

Administering Native Ministries Consortium summer school program includes: responsibilities for classroom bookings, arranging for course and resource material (including photocopying) and audio-visual equipment availability; and being a resource/liaison for faculty, tutors and students. There will also be some responsibilities attached to students' accommodation and the summer food program.

ii. Faculty, Tutors and Students

Preparing informational material, and processing expense claims. Filing course outlines, collecting, transcribing, and summarizing student evaluations.

2. Communication

Participating in Summer School orientation for faculty and students; and responding to phone and e-mail enquiries from students, faculty, tutors, and IT personnel.

3. Hospitality

Coordinates hospitality during the two weeks of summer school (clean up after meals, inventory tracking, tray preparations, and prepares coffee and snacks for students).



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4. Event planning

Coordinates the student and faculty orientations, as well as special events such as the salmon BBQ (100+ attendees), the auction, and others.

The Summer School Administrative Assistant is directly responsible for all aspects of the job to the Coordinator of the Indigenous Studies Program.

QUALITIES (needed in the position – education, experience, personal and professional qualities)

The following qualities are desirable for the position:

- Respect and appreciation of Aboriginal and other cultures
- Ability to accomplish tasks as per instructions under minimal supervision, be a resourceful self-starter
- Good relationship building and maintaining skills on a one-to-one basis, as well as in team functioning
- Office management competencies that include organizational skills, attention to detail, ability to set priorities; file management (electronic and hard copy)
- Computer skills that include word processing, spread sheets, and internet searches and e-mail
- FOODSAFE certificate
- Excellent communication skills – written and oral
- Desire and ability to act as a representative and advocate of the Indigenous Studies Program Office
- Sense of humor and ability to be flexible and adapt to change

- Other duties will be arranged as needed with the Summer School team

- Being able to work for extended hours is required, specially in the two weeks of summer school (July 10-21)

- Ability to shop for hospitality supplies is required (access to car preferred/ expenses will be reimbursed)

TYPE OF POSITION - BENEFITS

This is an hourly wage (\$14.50 per hour) position without benefits.

Please note this position is funded by Canada Summer Jobs for full time Canadian (or PR) students returning to University in Fall 2017.

Applications (Resume and cover letter) should be sent by ASAP via e-mail to:

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