



IESP Academic Seminar Facilitator (3 positions) Qualifications and Job Description

Hours: 10 hours weekly

Note: The hourly rate of pay is \$47.45 for new facilitators.

Overview

The Indigenous Enriched Support Program (IESP) is an alternative pathway program for Indigenous students interested in pursuing post-secondary studies in a culturally responsive environment, and who may not meet the traditional requirements for entrance into a degree program at this time.

IESP Facilitators are Graduate students at Carleton who are responsible for planning and leading weekly seminars for students in the Indigenous Enriched Support Program (IESP) for the 2022-23 academic year. The seminars are mandatory for IESP students to attend and will cover a range of topics designed to build skills in the areas of reading, writing, and research at the post-secondary level.

Facilitator Role and Duties

Each Facilitator prepares and leads a weekly workshop for IESP students. Facilitators are responsible for designing activities and workshops that will help students build upon academic skills and habits. The goal is for students to *learn how to learn* and be ready to tackle university independently after IESP.

Qualifications

- Current graduate student in good standing at Carleton University.
- Undergraduate degree in the Arts and Social Sciences discipline a strong asset.
- Knowledge of Indigenous experiences in Canada, particularly in the context of education
- Strong facilitation and communication skills
- Demonstrated excellence in oral and written communication
- Excellent organizational, time management and multi-tasking skills
- Experience with Microsoft Office, Excel, publishing programs, website maintenance and social media platforms
- Team player with superior interpersonal & problem-solving skills; strong attention to detail
- Knowledge of resources available to students on and off-campus
- Approachable, friendly, and non-judgmental
- Open to feedback and learning
- Preference will be given to students who self-Identify as Indigenous (First Nations status/non status, Inuit, and Metis).

What are some benefits of being a facilitator?

- Belong to a community of caring, hardworking colleagues
- Strong connection to the Indigenous community at Carleton
- Work with motivated, high-achieving people
- Improve your collaboration and leadership skills
- Deepen your knowledge of the learning process

Duties

- Plan and facilitate workshops
- Attend weekly team meetings
- Hold office hours
- Build relationships with professors
- Facilitate conversations between students and professors



- Refer students to appropriate resources as needed
- Participate in ongoing professional development opportunities

Availability

All facilitators must attend training and orientation sessions. There will also be several mandatory training sessions each semester.

To Apply

Please send your resume, cover letter, and references to iesp@carleton.ca by **Tuesday, May 24th, 2022 at noon.**

Timeline: Hiring for September 2022 will take place in May.