



UNIVERSITY OF
CALGARY

ii' taa'poh'to'p

The University of Calgary plays a key role in the Calgary community as it is a hub of curious inquisitive and civic-minded students, faculty and staff. Our campus community is foundational to fostering an environment that is respectful and inclusive of Indigenous peoples as demonstrated by the development of ii' taa'poh'to'p, the University of Calgary's Indigenous Strategy. ii' taa'poh'to'p is a commitment to deep evolutionary transformation by reimagining ways of knowing, doing, connecting and being. Walking parallel paths together, "in a good way," UCalgary is moving toward genuine reconciliation and Indigenization.

The Indigenous Summer Student Program is an opportunity for Indigenous post-secondary students to contribute to our Indigenization, while also gaining valuable work experience. This program is in partnership with Community Futures Treaty 7 and the Rupertsland Institute. As per funding rules, currently these roles are only available to First Nation treaty-status or Métis students.

Job Title: Research Projects and Course Development Assistant

Department/Unit: Department of Classics and Religion, Faculty of Arts

Apply to: lauren.rempel@ucalgary.ca

This is a project-based position to assist building Indigenous research and teaching capacity, with additional responsibilities in organizational support. The student employee will be assigned tasks related to faculty projects that address the marginalization and neglect of Indigenous knowledge, as well as organizational needs of the Department of Classics and Religion (CLARE).

Under the supervision of the Department Head and select faculty members within CLARE the student employee will be responsible for assisting faculty members in furthering community engagement to involve Traditional Knowledge Keepers and community members to help guide research and develop teaching resources. The student employee will be assigned various tasks related to organizing research materials for summary and presentation including developing PowerPoint presentations, creating promotional materials, and summarizing information for teaching and learning resources. Other duties may include library inventory, scanning images and documents, email communication, field trip planning and delivery, community outreach, and other related tasks contributing to opportunities for student learning.

Qualifications/Expertise Required:

- Completion of second year of a post-secondary degree program, preferably Arts.
- Must be returning to full-time studies in the Fall 2020.
- Strong communication skills
- Experience with event planning
- Experience with research and analysis and summarizing data
- Familiar working in a community-based setting

Accountabilities/Tasks and Duties: *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

- Assist faculty members with research projects
- Assist faculty members seeking to include Indigenous perspectives and histories in existing courses
- Assist faculty members seeking to develop courses specific to Indigenous worldviews
- Demonstrate the ability to work under supervision
- Assist in preparing summaries of research findings
- Maintain confidentiality working under ethics protocols
- Conduct research in primary and secondary sources
- Collate information from primary and secondary sources
- Research images and copyright permission for the use of images
- Attend meetings and events
- Assist with production of display and promotional materials
- Use Microsoft PowerPoint to create presentations
- Assist faculty and department in planning events
- Library inventory/ordering, resources for students
- Email communication and community engagement