



Centre for Initiatives in Education (CIE)
Indigenous High School Mentorship Program (IHSMP)

JOB POSTING: INDIGENOUS STUDENT MENTOR PART-TIME (Multiple Positions Available)

Application Deadline: Tuesday, November 10, 2020 @ 4pm

Are you a Carleton student interested in supporting Indigenous elementary and high school students in the Ottawa urban Indigenous community?

The Centre for Initiatives in Education is currently seeking to fill multiple positions for the position of Indigenous Student Mentor. The Indigenous Student Mentor provides mentorship and academic support to Indigenous high school and elementary students in three (3) Ottawa schools. Mentors play a key role in maintaining students' motivation to attend school and complete their studies. More information is supplied in the attached Job Description.

Due to COVID-19, support and mentorship will take place over Zoom or other web-based video conferencing services. It is required that Mentors have reliable access to a computer or smart phone, as well as a confidential home office space. The virtual job activities may include providing culture based workshops, academic support to Indigenous student groups, classroom support and individual student support.

Interested candidates are encouraged to apply by submitting their Resume including 2 references and the attached application form to:

**Sarah Blackwell, IESP Coordinator & Instructor
Sarah.blackwell@carleton.ca**

Wage: 17.00 per hour (6 hours per week)

Preference will be given to Indigenous applicants; however, all students are encouraged to apply

Successful candidates will be interviewed on Friday, November 13, 2020 via ZOOM

The successful candidates will be asked to provide a clear Vulnerable Sector Check (cost will be reimbursed).

Job Description : Indigenous Student Mentor

- Position Description** Mentors work with Indigenous high school and elementary students virtually, who are studying at educational sites in Ottawa. Mentors are required to attend scheduled virtual training/debriefing sessions with senior mentors and the Outreach Coordinator. Mentors form a collaborative community of support for each other as well and have found strength in these relationships and in their association with the resources available through the Centre.
- Responsibilities**
- Foster understanding of students' own and others First Nations, Metis and Inuit identities and histories, comfort with identity, and a sense of pride in these identities
 - Provide encouragement and support to students in their efforts to thrive in school and community programs. Typical activities include: sharing cultural knowledge, often through games, traditional arts and game; tutoring students who require additional support, developing mentoring relationships with students, and participating in school activities (excursions, trips, etc.)
 - Provide information and assistance to those who are considering post-secondary education
 - Take part in virtual mentor training and virtual weekly debriefing meetings and support fellow mentors throughout the school year
 - Maintain effective communication with Mentor/Tutor Coordinator and the school supervisory staff
- Requirements**
- Knowledge of and sensitivity to Indigenous (First Nations, Inuit, and Métis) traditions, cultures, practices, and educational issues
 - Experience working with Indigenous youth, or with Indigenous organizations (Related experience will be considered, for example, community involvement through volunteer experience and/or work with at-risk youth)
 - Good academic standing throughout the school year
 - Ability to work as part of a team
 - Excellent communication skills
 - Must be comfortable using virtual technology and have access to necessary technology to complete program activities.
 - Registered Carleton University Student
- Hours**
- Up to a maximum of 6 hours/week during the academic year, and optional hours during exam periods
 - These hours will be negotiated with the program staff depending on the mentoring site. This may include public and secondary school hours and afterschool program hours in the late afternoon - early evening.



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Remuneration • Salary starts at \$17.00 per hour and increase with years of experience.

How to apply Submit the following via email or in person:

- A completed application form (2 sections)
- Your resume (Including contact information for two references)



Application for Indigenous Student Mentor

Please ensure you complete both Sections 1 and 2 of this form and include a current resume with 2 references. **Incomplete applications risk not being considered.**

Section 1: Please fill out this form

Name: _____ <i>surname</i> <i>given names</i>
Student Number: _____
Address: _____
Telephone Number(s) Home: _____ Cell: _____
Carleton Email: _____
Current Program and Year: _____
GPA: _____

Please note academic information will be verified by the Centre of Indigenous Initiatives.

Please highlight or bold your answer to the following two questions:

Yes / No	I agree that the Centre for Initiatives in Education may monitor my academic record prior to and (if my application is successful) throughout my employment with CIE.
Yes / No	I certify that the information provided in this application is complete and accurate.

Section 2: Please answer the following five questions giving as much detail as possible. Where possible, please make reference to the virtual learning environment/virtual mentorship component:

- a.) Describe the work, volunteer and life experience that makes you a good candidate for this job, indicating how these experiences have prepared you for a position as a mentor/tutor for Indigenous children and youth.
- b.) As a mentor/tutor how do you think you can promote positive learning experiences for Indigenous high school and elementary students?
- c.) What types of cultural experiences do you have to share with elementary and/or high school students?
- d.) What high school subject areas do you see as your strengths? What do you see as your strengths for interacting with elementary (Primary, Intermediate, Middle) school Indigenous students?
- e.) What skills and knowledge do you hope to acquire in this role?

Please attach your current resume with 2 references and send to:

**Sarah Blackwell, MHS, BA (CYC)
Indigenous Enriched Support Program Coordinator and Instructor
Sarah.blackwell@carleton.ca**