



## ST. FRANCIS XAVIER UNIVERSITY

### **Student Ambassador, Black Student Success Centre**

The Black Student Success Centre is an integral part of the student experience at St. Francis Xavier University whose mission is to help Black students Flourish at StFX. The Centre is seeking a dedicated and enthusiastic Student Ambassador to join our team. Reporting to the Manager, the Student Ambassador will play a key role in creating a welcoming and supportive environment for Black students. This role involves staffing the centre during evening hours, ensuring a quiet and productive study space, providing tutoring support and supporting the work of the Centre Manager. The ideal candidate will be a current student with a strong commitment to fostering academic success and community within the Centre.

The anticipated start date for the Student Ambassador is October 15, 2024. The Centre Ambassador is expected to work 10 hours a week (3 evenings a week), until the end of the academic year (excluding holidays, exam periods and study breaks)

#### **Key Responsibilities:**

- Serve as the primary point of contact during evening hours, welcoming students and visitors to the Black Student Success Centre.
- Ensure that the Centre remains a conducive environment for studying and learning.
- Tutoring Support: Provide academic assistance to students, and help students with study strategies, assignment preparation, and other academic needs.
- Resource Management: Assist in organizing and maintaining Centre resources, including study materials, tutoring schedules, and informational resources.
- Encourage and support student participation in Centre activities and events and foster a sense of community among Black students on campus.
- Maintain the social media accounts of the Black Student Success Centre
- Keep accurate records of student attendance and usage of Centre services. Provide feedback to the Centre coordinator on student needs and suggestions for improvement.

#### **Qualifications:**

##### Education

- Currently enrolled in a program at StFX. Students must be in at least their 2<sup>nd</sup> year of study at StFX.

##### Experience & Skills

- Experience in tutoring or peer mentorship is highly desirable.
- Previous involvement with student organizations, particularly those supporting Black students, is an asset.

Posted: September 9, 2024  
Closing date: October 1, 2024

- Collaborative leadership skills and a positive attitude
- Understanding of marketing and promotion on social media
- Critical thinking and problem-solving skills.
- Strong organizational and time management skills
- Mentorship and coaching skills are an asset.
- Willingness to listen and learn.
- Strong interpersonal skills and approachability.
- Understand the importance of community engagement.

### Application Instructions

Closing date for applications is **1 p.m. (AT) on October 1, 2024**. To apply please submit a cover letter and resume in confidence to Megan Fogarty, Director, Human Rights and Equity at [mfogarty@stfx.ca](mailto:mfogarty@stfx.ca) . Only those selected for an interview will be contacted.

St. Francis Xavier University is committed to advancing equitable hiring outcomes and dismantling systemic racism and discrimination within all stages of the hiring process. StFX is committed to working towards an equitable representation that is reflective of the wider community and student population that we serve. **As such, this position is designated for members of the Black community.**

StFX values the contributions, talents, expertise, and experiences that each applicant brings, and we commit to creating and maintaining an environment that is free from bias, racism, discrimination and inequitable outcomes. We are dedicated to creating a work environment where difference is recognized and celebrated. StFX understands that additional measures are required to correct current and historical disadvantages in employment for underrepresented designated groups in Canada as such, supports such as culturally relevant mental health services for staff are embedded in our practices.

*If you require accommodation for a disability or another identity-related reason, please contact People and Culture [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038. We can provide accommodation at all stages of the recruitment, interview, onboarding, and employment process.*