Graduate Studies
Seeks an Indigenous Graduate Academic Assistant (GAA)
SFU Supporting Aboriginal Graduate Enhancement (SAGE)
Indigenous Graduate Student Coordinator

Job Description:
The SFU SAGE Coordinator GAA supports leadership, mentoring and communication activities among Indigenous graduate students at SFU Burnaby, Surrey, & Vancouver campuses. They actively liaise with the UBC and UBC-Okanagan Indigenous graduate student community, and support the development of a SAGE network across universities in BC.

Organizational Status:
SAGE is a province-wide, inter-institutional, peer/staff/faculty Indigenous support mentoring program that is student-led. This is a part-time contract with the Graduate Studies unit at SFU. The incumbent will report to the Associate Director, Indigenous Policy & Pedagogy, Dr. Dorothy Christian and will be supported by a Faculty Mentor. The SFU SAGE coordinator will work closely with and collaborate with faculties and units within SFU who are involved in Indigenous graduate initiatives.

Primary Responsibilities:
• Collaborate with SAGE project partners at UBC-V, UBC-O, UVic and other SAGE pods in the province and beyond.
• Re-establish and build new networks with other SAGE pods to enhance an Indigenous graduate presence in the academy.
• Initiate, organize and host mentoring and leadership events for Indigenous students in masters, doctoral, and post-doctoral programs at SFU and the other universities.
• Provide cultural and scholarly workshops that are of interest and will support the research of Indigenous graduate students.
• Update the content and manage the SFU SAGE website.
• Work collaboratively with SAGE-UBC Vancouver and SAGE UBC Okanagan to co-host the annual Indigenous Graduate Students Symposium by being a part of the Planning Committee and actively taking on tasks to bring the annual event into realization.
• Generate networking opportunities for Indigenous graduate students through social media communications (X [formerly known as Twitter], Instagram, Tik Tok, Facebook, etc.)
• Support Indigenous Graduate Initiatives in Graduate Studies, i.e. Conversations With Indigenous Graduate Students and Webinars organized by Associate Director, Indigenous Policy and Pedagogy.

Qualifications:
• Enrolled in graduate student program at Simon Fraser University;
• Familiar with, or grounded in Indigenous ways of knowing and doing and has Indigenous lived experience.
• Strong verbal and writing skills in interpersonal interactions with students, staff, and faculty.
• Familiarity with SFU graduate student resources and graduate services accessible through the Indigenous Student Centre.
• Competent in digital and social media tools and has familiarity with social media platforms such as X, Instagram, Tik Tok and Facebook.
• Experienced in managing and hosting Zoom Meeting environments;
• Experience working in a collaborative, team environment, developing positive relationships with students, staff, and faculty will be beneficial.
• Demonstrated flexibility in planning and organizing skills
• Event planning an asset.

Terms or Appointment:
Start date: ASAP
$30 per hour — as needed basis, approximately 12 hours a week — TOTAL 90 hours
Please submit resume and cover letter to: Dr. Dorothy Christian (dchristi@sfu.ca)