Faculty of Social Work – Canada Summer Jobs (CSJ)

The Faculty of Social Work, Calgary office, is seeking an Administrative Assistant specializing in Equity, Diversity, Inclusion, and Decolonization (EDID) for the months of May – August 2022. This opportunity is made possible through the Canada Summer Jobs Program.

The Administrative Assistant will report to the Manager of Administrative Services and will work 35 hours per week Monday – Friday, 8:30am – 4:30pm to provide administrative support, research support, and develop relationships on behalf of the Indigenous Social Work Circle and Lodge (ISWCL) and the Faculty’s Equity Action Committee. This position will develop client service communication skills while recognizing and respecting diverse cultures, develop teamwork skills, and participate in research and writing of documents. Some of these documents will be used to guide process and practice.

The successful candidate will be registered with or recently accepted to a post-secondary institution and through our commitment to equitable access to opportunities we invite candidates from Indigenous and Metis, and equity deserving communities and who wishes to engage in an undergraduate or graduate degree specializing in Social Work or related Human Services.

During the period of employment the staff member will provide administrative support to a team of academic members, management and support staff, Indigenous Elders and Indigenous Knowledge Keepers, Co-chairs of Equity Action Committee. Tasks and responsibilities will include, but not limited to:

1. Create a database following FOIP regulations that will capture information of Indigenous Elders, Indigenous Knowledge Keepers and ceremony leaders, Black community members, Asian community members and LGBTQ2S and their areas of expertise. You will collaborate with the Indigenous Engagement Office, Indigenous Wellness Elder, University of Calgary Office of Equity, Diversity and Inclusion, and Indigenous Social Work Circle and Lodge Advisor to build this database and engage with these communities following correct ceremony and protocol.

2. Connect Social Workers who are Indigenous and Metis, and other equity deserving communities, with our Field Education team to develop relations so we offer field placements and create mentorships for our students with these groups. This relationship will enhance our students’ educational experience and make them competitive graduates in the profession. This project will involve connecting with Alberta College of Social Workers, current and potential agencies who provide practicum placements, and possibly other units within the university.

3. Take a leadership role in a special project archiving Elders stories. This will involve connecting with Indigenous Elders, Director, Strategic Operations, Dean and Academic Leadership team, and University Archives. These treasured stories are in written and orally recorded format and will need to be catalogued according to University Archives filing system.
4. Assist with event logistics that will include: ceremony at the Indigenous Social Work Circle and Lodge, Art Launch, Faculty of Social Work Strategic Plan launch, Black History Month, Pride and other equity deserving community centered events.

5. Research Indigenous and Metis ceremony practice according to each territory and create a document that will be used by staff and instructors to guide on invitation, participating and post-attendance practices.

6. Assist with research and creation of documents that will involve finding/organizing EDID resources related to teaching, learning, action plans and inquiry into best practices.

7. Support for communication within the faculty and beyond on these resources, documents and best practices.

Qualifications for the position include:

- Strong digital skills that includes Microsoft Office suite (includes Word, Excel, Powerpoint), Zoom or Microsoft Teams are required
- Friendly, respectful and positive customer service approach is required
- Strong Oral, listening, written and non-verbal cues skills are required
- Age 18-30, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and be legally entitled to work in Canada
- Indigenous and Metis, and equity deserving communities is preferred
- Registered in or recently accepted in a Social Work or Human Services post-secondary program
- Understanding of Ceremony and other cultural protocols is a strong asset
- Ability to plan and execute events held at both internal and external locations is a strong asset

The Faculty of Social Work is committed to equitable access to opportunities and invite candidates from Indigenous, Metis and equity deserving communities to apply.

If you are available to work full-time between the months of May – August and meet or exceed the qualifications set out above please send your current resume and a detailed cover letter electronically no later than May 13, 2022 to:

Theresa Eng, Manager Operations
Faculty of Social Work
University of Calgary
engt@ucalgary.ca

Only those who will be short-listed for an interview will be contacted.