



ST. FRANCIS XAVIER UNIVERSITY

Student Ambassador, Dr. Agnes Calliste Academic & Cultural Centre

The Calliste 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 who is African Nova Scotian 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 **August 23, 2026**. 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, welcome 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, 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.
- Creates opportunities for community engagement and connection
- Encourage and support student participation in Centre activities and events, 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 2nd 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.
- 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.

Payment information: Ambassador will be paid at the current minimum wage (In Aug 2026, it will be \$16.75, expected to increase to \$17 on October 1). Pay will be received bi-weekly on the StFX payroll schedule.

Please send resume and cover letter to Mrs. Lorraine Reddick, Manager, Dr. Agnes Calliste Academic & Cultural Centre lreddick@stfx.ca by **by 4pm on April 15, 2026**. Only those selected for an interview will be contacted.

Please ensure that you answer the questions below in your cover letter. Incomplete applications will not be considered.

1. Please share your understanding of Peer-to-Peer Mentorship and Student Leadership and explain why these approaches are important for personal growth and community development.
2. What does “Community” mean to you, and how do you see yourself contributing to building an inclusive and supportive campus environment?
3. What is your understanding of collaborative programming, and why do you believe it plays an important role in creating meaningful student experiences and fostering leadership skills?
4. Share an example of a time you helped someone feel included or supported.
5. Can you share an example of how you’ve demonstrated leadership by creating or contributing to an initiative that helped students from diverse backgrounds connect and feel included?

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 African Nova Scotian 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 Human Resources. We can provide accommodation at all stages of the recruitment, interview, onboarding, and employment process.

Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.