

Employment Opportunity

Curriculum Support Intern

Summer Student Position

The Curriculum Support Intern will work closely with the Academic and Curriculum Development teams to assist in the creation, revision, and organization of educational materials. This role is ideal for a student interested in instructional design, Indigenous pedagogy, or educational administration. The successful candidate will contribute to curriculum mapping, resource development, and quality assurance activities to support program excellence.

Key Responsibilities:

- Assist in reviewing and updating course outlines, syllabi, and instructional materials.
- Support curriculum mapping and alignment projects, ensuring consistency across programs.
- Conduct research on best practices in Indigenous and land-based education to inform curriculum development.
- Help organize and maintain the digital repository of academic resources and curriculum documents.
- Collaborate with staff and faculty to integrate feedback into course materials and program design.
- Assist with quality assurance processes, including document formatting, standardization, and proofreading.
- Prepare reports, presentation materials, and visual aids for curriculum planning sessions.
- Attend relevant meetings and contribute to documentation and follow-up actions.

Qualifications and Competencies:

- Currently enrolled in a post-secondary program (e.g., Education, Instructional Design, Indigenous Studies, or a related field).
- Strong organizational and time management skills.
- Excellent attention to detail and a commitment to quality work.
- Proficiency in Microsoft Office Suite and/or Google Workspace.
- Strong written communication skills and comfort with document editing and formatting.
- Understanding of Indigenous worldviews, ways of knowing, and education systems is a strong asset.



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- **Additional Assets**

- Experience working in an academic, non-profit, or Indigenous organization.
- Familiarity with curriculum design tools, templates, or frameworks.
- Ability to work in a collaborative, cross-functional team environment.

Conditions of Employment:

- Willing and able to travel on occasions as well as work overtime as required.
- Successful candidates must provide a satisfactory CPIC and Vulnerable Sector Check.

If you're excited about enhancing Indigenous education and healthcare programs, we'd love to hear from you!

Notes:

- All qualified candidates are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- This is a new student position
- Compensation: \$17.20/hr
- The selected candidate must be:
 - Legally entitled to work in Canada
 - Be a current student; starting working within six months or graduations; or returning to school in September.
 - Must live in Ontario during this work placement.

Please submit your application through our FNTI Job Portal [FNTI Careers — FNTI](#)

Thank you for your interest. Please note only those selected for an interview will be contacted.