

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Director, Office of Indigenous Initiatives

DEPARTMENT: Office of Indigenous Initiatives

SALARY LEVEL: SL 8

EMPLOYMENT DEFINITION (STATUS): Full-Time Administration

SUPERVISOR: Provost & Vice-President, Academic

SUMMARY OF FUNCTIONS:

Reporting to the Provost & Vice-President, Academic, the Director Office of Indigenous Initiatives is primarily responsible for maintaining and enhancing relationships between the University and Indigenous communities through building relationships, community, and mutual respect. Working collaboratively with the University, the Special Advisor to the President, Student Development Services, Office of Indigenous Initiatives staff, and external partners, the Director supports Indigenous student, staff and faculty success within the institution, while contributing to the decolonization of Nipissing University (NU) practices, policies and structure through advocacy and community building. The Director acts as a representative of NU, developing and maintaining relationships with Indigenous communities and stakeholders. Administrative and management responsibilities include supporting, coaching, supervising, and evaluating staff while supporting culturally responsive approaches.

The Director will provide advice to the President and Vice-Presidents on inward and outward-facing community relations. The Director will act as an advisor on Indigenous issues to the Provost to inform decisions. The Director provides strategic leadership for the University community to enhance Indigenous student recruitment, engagement, and academic success as well as outreach programs in partnership with school boards, First Nations, and community organization

The Director also provides counsel to the Office of Indigenous Initiatives and for the development, implementation, management and administrative oversight of sustainable programs, activities and strategies for Indigenous (First Nations, Metis and Inuit) students at NU working in collaboration with the Nipissing University Indigenous Council on Education (NUICE) and internally with faculties, departments, and administration. The Director participates in/with the University Management Group, Provost Circle, and in relevant committees as the need for Indigenous Initiatives' representation arises. The Director supports faculty and students in the shared aims of the institution.

In conjunction with the Office of Research and Innovation and the Research Ethics Board, the Director facilitates conversations with faculty and administration on principles and practices for ethical research with Indigenous peoples and communities and Indigenous content in academic programs and may chair the Indigenous Community Engagement Plan Review Committee.

We welcome applications from individuals who identify as Indigenous and possess a deep understanding of Indigenous cultures, histories, and lived experiences. The successful candidate will be required to participate in a formal process with the university to affirm and confirm their Indigenous identity, in alignment with emerging organizational and community protocols.

DUTIES & RESPONSIBILITIES:

External Relationships

(40%)

- Develop and maintain relationships with Indigenous communities locally, regionally, nationally, and

globally.

- Facilitate engagement between Indigenous communities and the President, Provost, AVPRIGS, Deans, and AVP Students.
- Liaise with government and community organizations locally, regionally, nationally, and globally.
- Participate in meetings, conferences, workshops, seminars and working groups related to Indigenous education regionally, provincially, nationally, and globally.
- Develop and maintain relationships with other post-secondary institutions provincially and in some cases, nationally and globally, to stay informed on best practice approaches in programming and services for Indigenous learners.
- Engage with external funding organizations to assist in University development initiatives relevant to Indigenous Initiatives.
- Engage with scholars provincially and nationally on Indigenous post-secondary education, with the intention of expanding networks of NU faculty, students, and initiatives.
- Oversight of Indigenous Initiatives' projects and initiatives with external partners

Administration & Leadership

(35%)

- Coordinate and support the development of an Indigenous Reconciliation Targeted Action Plan (APOP, Action #2).
- Provide counsel for the Office of Indigenous Initiatives, including oversight of the inclusion of Indigenous voices and ways of knowing within the campus Strategic, APOP, and Strategic Research Plans, development of annual implementation plans, oversight of annual work plans, and assessment of ongoing strategic directions within the Office of Indigenous Initiatives.
- Support Indigenous success by providing an annual plan of action to the Provost.
- Galvanize existing efforts of decolonization and indigenization at NU, attending to the recommendations and visions of the Truth and Reconciliation Commission Of Canada, the Missing and Murdered Indigenous Women, Girls, and Two-Spirit (MMIW2S) movement, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and Royal Commission on Aboriginal People (RCAP).
- Adopt and promote a collaborative approach to advise campus leadership, including but not limited to the Nipissing University President's Advisory Committee, the Provost's Circle, and University Management Group (UMG), on Indigenous issues to inform decisions by challenging and replacing existing colonial practices, policies and structures within and across the university to create positive change for Indigenous students, staff, faculty and their families.
- Advise and consult with the President and Vice-Presidents on inward and outward facing community relations.
- Collaborate with the Admissions Office to appropriately support the needs of potential Indigenous students and their families and to enhance Indigenous student recruitment, engagement, and academic success.
- Coordinate and collaborate with respective and diverse functions between the Office of Indigenous Initiatives, NUICE and Nipissing University departments.
- Provide counsel on human, physical, and financial resources of the Office of Indigenous Initiatives.
- Provide administrative advice for the development, implementation, management and evaluation of sustainable programs, activities and strategies for Indigenous students at NU to enhance recruitment, retention and academic success and outreach programs with Indigenous youth in the community and community organizations.
- Represent the Office of Indigenous Initiatives with external stakeholders, including Indigenous communities, Ministry staff, and regional organizations.
- Provide advice on the development, implementation and maintenance of effective and efficient administrative policies and procedures for the Office of Indigenous Initiatives.
- Provide direction, counsel, and mentorship of Office of Indigenous Initiatives staff.
- Develop proposals and annual reports on Indigenous Initiatives' programs to meet NU and Ministry reporting requirements and other reports as required.
- In collaboration with the Marketing and Communication Department, provide oversight of the

development, implementation and maintenance of a communication and marketing strategy on the Office of Indigenous Initiatives internally and externally, with Indigenous communities, community partners and relevant organizations.

- Evaluation and review of Office of Indigenous Initiatives' programs and services with the goal of continuous improvement and strengthening.
- Ensure Indigenous students are provided timely, adequate and culturally relevant supportive services at Nipissing University.

Collaboration with Nipissing University Indigenous Council on Education (NUICE)

(10%)

- Advise and report to the NUICE on the overall strategic objectives, programs and initiatives administered by the Office of Indigenous Initiatives
- Provide support to NUICE in its advisory role to the President.
- Advise NUICE on grants and cost sharing agreements.
- Develop and submit funding proposals, in conjunction with University administrators to provincial ministries, federal government and private sector sources for programs, initiatives and project related to Indigenous post- secondary education.
- Research and review new and potential funding sources.
- Research best practices in the field of Indigenous post-secondary education.

Faculty Consultations & Research

(10%)

- Provide ongoing consultation with faculty and administration, including the Provost & Vice-President, Academic, Associate Vice-President of Research, Innovation, and Graduate Studies and Deans, on academic courses and programs for Indigenous learners as well as Indigenous content in courses and programs.
- Coordinate the Indigenous Community Engagement Plan Review Committee which accepts, reviews, and acknowledges Indigenous Community Engagement Plans which clearly outline methodologies and ethical practices for any research being conducted with Indigenous communities or Peoples as a step prior to researchers submitting their protocols to the Research Ethics Board.
- Research and support best practices and processes for Indigenous Data Management and data sovereignty.
- Provide faculty consultations on research projects pertaining to ethical research with Aboriginal peoples and communities including knowledge of Tri-Council Policy Statement 2, Chapter 9 (as well as any new policy statements) and other relevant documents.

Proposal/Funding Development and Research

(5%)

- Support project and funding development at Nipissing University.
- Develop and submit funding proposals, in conjunction with University administrators to provincial ministries, federal government and private sector sources for programs, initiatives and project related to Indigenous post- secondary education.
- Research and review new and potential funding sources.
- Research best practices in the field of Indigenous post-secondary education.

Any other duties as assigned.

QUALIFICATIONS:

Education: Relevant University degree in Indigenous Studies, Human Services, Education and/or related field. Master's Degree is preferred.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Five to seven years' experience working with education strategies related to Indigenous learners, First Nations communities and Indigenous organizations
- Experience working in the postsecondary sector
- Experience working with First Nations Education authorities and organizations
- Experience with curriculum development, delivery and evaluation processes
- Experience with Indigenous research and data management protocols
- Familiarity and currency with ongoing discussions of data sovereignty
- Experience with program and project development, leading teams and managing professional and support staff
- Experience liaising with government, non-profit, service agencies and community organizations
- Demonstrated progressive administrative experience in a learning environment, in a leadership role
- Sound knowledge of Indigenous (First Nations, Metis and Inuit) education
- Sound knowledge of Community Service-Learning
- Sound knowledge of experiential learning
- Sound knowledge of mentorship
- Sound understanding in the application of Indigenous, K-12 and post-secondary education policies
- Strong communication, networking, and interpersonal skills including diplomacy and tact with students, Elders, First Nations, community organizations, faculties, departments
- Strong leadership and supervisory skills
- Excellent team-building ability
- Ability to interpret and apply policies and procedures
- Knowledge and skills required to effectively conduct research
- Strong negotiation and conflict resolution skills
- Excellent oral and written communication skills
- Excellent and demonstrated knowledge of and respect for diverse Indigenous peoples, Indigenous communities, and Indigenous knowledges
- Strong organizational and administrative ability, with a working knowledge of Microsoft Office applications (Word, Excel, etc.)

RELATIONSHIPS / CONTACTS:

Supervised by: Provost & Vice-President, Academic

Positions Supervised:

- Secretary to the Director, Office of Indigenous Initiatives

Internal Contacts:

- Staff, faculty, students
- University Management Group
- Provost Counsel
- Nipissing University Indigenous Council on Education (NUICE)

External Contacts:

- School Board Superintendents and Indigenous leads
- First Nation Advisory Councils
- Secondary School Principals
- First Nation Education Administrators
- Representatives from other Universities/Colleges
- Community Service-Learning Partners
- Ministry of Colleges and Universities staff
- Indigenous community leaders (regional focus NFN, Dokis FN, Temagami FN, and from where our students, staff and faculty call home)

MATERIALS UTILIZED:

- General Office Equipment
- Microsoft Office
- Relevant funding, government, education agreements

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Intense visual, listening and mental concentration
- Sitting
- Light lifting
- Frequent interruptions
- Some weekend work and overnight travel
- Occasional overtime & on call
- Some driving during working hours

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date