Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Manager, Indigenous Student Success

DEPARTMENT: Office of Indigenous Initiatives

SALARY LEVEL: Five (5)

EMPLOYMENT DEFINITION (STATUS): Full-time Administration

SUPERVISOR: Director, Indigenous Initiatives

DATE REVISED: November 2019

SUMMARY OF FUNCTIONS:

Reporting to the Director of Indigenous Initiatives at Nipissing University, the Manager is responsible for the effective management and operation of Indigenous Initiatives including supervision of staff in Indigenous Initiatives. The Manager develops, implements, manages, and evaluates programs and services that support Indigenous (First Nations, Metis and Inuit) student success (recruitment, transition, retention, completion). Acting as principal liaison and advisor on Indigenous Student Success to the Director of Indigenous Initiatives, the Manager is responsible for the development, delivery and reporting of an annual work plan on programs, services and initiatives. The Office of Indigenous Initiatives’ programs include Indigenous Student Success, the Indigenous Foundations Program, Summer Indigenous Institute, Wiidooktaadwin Indigenous Mentorship Initiatives, Biidaaban Community Service-Learning and support for Indigenous Recruitment. Administrative and management responsibilities include supporting, coaching, supervising and evaluating staff while supporting culturally responsive approaches, and efficient administration of the day-to-day operations of the Office of Indigenous Initiatives. The Manager, Indigenous Student Success will work collaboratively with other key departments on campus to reduce barriers to Indigenous student success.

The Manager, Indigenous Student Success will also provide administrative leadership for the Summer Indigenous Institute. The Summer Indigenous Institute is a transition program for Indigenous students that prepares students with academic skills for university success. Strengths of the program include the mentorship framework with support by Indigenous knowledge holders and peer mentors. The Manager, Indigenous Student Success will liaise between the University and Indigenous communities as well as partners for the purposes of program implementation, and the successful recruitment and retention of Indigenous students. The Manager, Indigenous Student Success will liaise with the research team for the development of measures of Indigenous student success in transition. As an ambassador for Nipissing University, the Manager, Indigenous Student Success supports the goals of the University and Aboriginal Strategic Plans.

DUTIES & RESPONSIBILITIES:

Administration and Management of Office of Indigenous Initiatives (OII): (50%)

- Responsible for the management of efficient and effective distribution and administration of the human, physical, and financial resources of the Office of Indigenous Initiatives (OII)
- In consultation with the Director, Indigenous Initiatives, develop, implement and maintain effective and efficient administrative policies and procedures for the Office of Indigenous Initiatives (OII)
• Provide direction, leadership, coaching, training, supervision, and performance evaluation of OII staff, including the development of staff recruitment and retention plan with opportunities for professional development
• Under the direction of the Director, Office of Indigenous Initiatives, the Manager is responsible for the development, implementation and monitoring of annual operating budgets and development, implementation and monitoring of annual implementation plans in support of the Aboriginal Strategic Plan
• With support from institutional planning, develop and monitor data on Indigenous student success at the university
• Ensure the office functions efficiently and provides reliable and courteous service to all students, faculty, staff and community
• Ensure events hosted by OII are available to students, the campus community and the community.
• Maintain a communication and information management strategy to communicate accurate and timely information on OII programs and supports’ changes, additions, and amendments to community partners and relevant organizations, including through the website, print materials, social media, and meetings
• Ensure Indigenous students are provided culturally relevant supports within OII to increase success at Nipissing University
• Liaise with other departments to ensure effective program operation to meet the needs of students.
• Support the preparation of proposal submissions and reports to the Ministry of Training, Colleges and Universities and other bodies in consultation with the Director, Indigenous Initiatives
• Engage with Marketing in the development of materials for Indigenous recruitment and otherwise

Administration for the Development and Implementation of Summer Indigenous Institute: (40%)

• Provide ongoing leadership in the development, coordination, and evaluation of support programs, services, policies and procedures for the Summer Indigenous Institute for the recruitment and retention of Indigenous students
• Engage and collaborate with Indigenous communities, partners, administration, faculty and staff in other departments in the development and implementation of the Summer Indigenous Institute’s academic and support programming for Indigenous students
• Maintain a marketing plan for the Summer Indigenous Institute and support the development of promotional materials (print, online and social media) for the Summer Indigenous Institute.
• Develop, implement and monitor annual operating budgets for the Summer Indigenous Institute.
• Prepare funding proposals and ensure all reports (financial and otherwise) are submitted in a timely manner to the Ministry of Training, Colleges and Universities and any other funding bodies. Reports will include but not be limited to qualitative and quantitative data and information, evaluations on programs and accompanying recommendations, etc.
• Strategically develop short and long range plans for the Summer Indigenous Institute that respond to the strategic and academic plans of the University and the Office of Indigenous Initiatives.
• Supervision of student employees, staff, and supports
• Oversee and develop partnerships including a working group for the Summer Indigenous Institute with partners
• Provide the Director, Office of Indigenous Initiatives (and other departments where the need arises) with regular updates on the status of the Summer Indigenous Institute to inform decisions
• Engage with research team on the development of performance indicators in Indigenous student success
Other Duties: (10%)

- Participate in meetings, conferences, workshops, seminars, and presentations pertaining to Indigenous education
- Support applications in relation to funding opportunities
- Develop and maintain relationships with other universities and post-secondary institutions to gain information regarding strategies related to Indigenous student success
- Participate in relevant committees, including Undergraduate Service Awards and other committees as the need for Indigenous Initiatives’ representation arises
- Other duties as assigned

QUALIFICATIONS:

Education:

Relevant postsecondary degree in Indigenous Studies, Education and/or related field combined with Master’s Degree preferred

Training, Experience, Knowledge & Skills Required:

- A minimum of three to five years experience working in an administrative and supervisory capacity preferably in post-secondary sector is required, with a sound knowledge of Indigenous education
- Demonstrated progressive administrative experience in a learning environment or a relevant combination of education and work experience
- Experience with education strategies and initiatives related to Indigenous education
- Experience with development of programs and evaluation processes
- Strong interpersonal, leadership, time management, verbal and written communication skills with the ability to speak Cree or Ojibwa considered a strong asset
- Strong working knowledge of computer and software applications
- Experience in administrative setting in a leadership position
- Experience supervising programs and employees
- Experience in program and project development
- Ability to work with little supervision
- Ability to maintain confidentiality
- Excellent written and interpersonal communication skills
- Experience liaising with government, non-profit organizations, community and municipal organizations
- Excellent understanding of, knowledge and excellent comfort level working with Indigenous students, communities and organization
- Superior interpersonal and communication skills
- Excellent knowledge of First Nations structures and processes
- Ability to carry out budget forecasting and budget monitoring

POSITION RELATIONSHIPS:

Supervised by: Director, Office of Indigenous Initiatives
Workers supervised:
Wiidooktaadwin Indigenous Mentorship/Indigenous Recruitment Officer, Community Service-Learning Officer, Student Success & Development Coordinator, Student Success & Development Coordinator, Indigenous Student Transitions, Program Coordinator, Summer Indigenous Institute

Interpersonal relationships/personal contacts:

Internal:
- Staff, faculty, students

External:
- Directors of Education and Indigenous Student Counsellors at First Nations
- Principals, teachers, guidance counsellors, Indigenous graduation coaches in local and regional schools
- Indigenous organizations
- Local non-profit organizations
- Funding Agencies
- Representatives of other colleges, universities and post secondary institutions

MATERIALS UTILIZED:

- General Office Equipment
- Microsoft Office
- Internet Explorer
- SL Pro

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Travel locally, regionally and provincially
- Intense visual, listening and mental concentration
- Frequent interruptions
- Evening and week-end work required
- Separate office
- Standard office environment

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
Approvals

__________________________________________
Supervisor

__________________________________________
Date

__________________________________________
Director, Human Resources

__________________________________________
Date