

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Director, Office of Indigenous Initiatives

DEPARTMENT: Office of Indigenous Initiatives

SALARY LEVEL: SL 10

EMPLOYMENT DEFINITION (STATUS): Full -Time Administration

SUPERVISOR: President, Nipissing University

SUMMARY OF FUNCTIONS:

Reporting to the President of Nipissing University (NU), the Director is responsible for strategic leadership of 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 Nipissing University by working in collaboration with the Nipissing University Indigenous Council on Education (NUICE) and internally with faculties, departments, and administration. The Director will act as an advisor on Indigenous issues to the President 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 organizations. The Director engages with faculty, administration, and the Research Ethics Board on ethical research with Aboriginal peoples and communities and Indigenous content in academic programs. The Director acts as a representative of the Office of Indigenous Initiatives, 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.

DUTIES & RESPONSIBILITIES:

Administration & Leadership

(60%)

- Provide strategic leadership for the Office of Indigenous Initiatives, including oversight of the development of the Indigenous Strategic Plan, development of annual implementation plans, oversight of annual work plans for the department, and assessment of ongoing strategic directions
- Advise the President on Indigenous issues to inform decisions
- Provide strategic leadership for the University community to enhance Indigenous student recruitment, engagement, and academic success
- Oversight of the coordination and collaboration with respective and diverse functions between the Office of Indigenous Initiatives, the NUICE and other Nipissing University departments
- Oversight of human, physical, and financial resources of the Office of Indigenous Initiatives
- Administrative oversight for the development, implementation, management and evaluation of sustainable programs, activities and strategies for Indigenous students at Nipissing University to enhance recruitment, retention and academic success and outreach programs with Indigenous youth in the community and community organizations
- Develop, implement and maintain effective and efficient administrative policies and procedures for the Office of Indigenous Initiatives
- Provide direction, leadership, coaching and supervision of Office of Indigenous Initiatives staff
- Develop proposals and annual reports on Indigenous Initiatives' programs to meet Ministry reporting requirements and other reports as required
- 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

- Represent the Office of Indigenous Initiatives with external stakeholders, including Indigenous communities, Ministry staff, and regional organizations
- Oversight and management of budgets for the Office of Indigenous Initiatives
- Oversight of the evaluation and review of Office of Indigenous Initiatives' programs and services with the goal of continuous improvement and strengthening
- Oversight of Indigenous Initiatives' projects and initiatives with external partners
- Ensure Indigenous students are provided timely, adequate and culturally relevant supportive services at Nipissing University
- Participate in the University Management Group and Provost Counsel and work with Deans, Directors, and Vice Presidents on Indigenous projects, initiatives, and services
- Participate in relevant committees as the need for Indigenous Initiatives' representation arises

Proposal/Funding Development and Research

(10%)

- 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

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 the NUICE in its advisory role to the President
- Advise the NUICE on grants and cost sharing agreements
- Develop reports that may be required by NUICE and various government ministries/agencies in Indigenous post-secondary education
- Engage with Indigenous communities through visits, contact, and correspondence

Faculty consultations

(10%)

- Engagement with faculty and administration, including the Vice President Academic and Research, on academic courses and programs for Indigenous learners as well as Indigenous content in courses and programs
- Oversight of the administration, review and acceptance of the Community Engagement Plan: Ethical Research with Aboriginal peoples and communities as a step prior to researchers submitting their protocols to the Research Ethics Board
- Faculty consultations on research projects pertaining to ethical research with Aboriginal peoples and communities including knowledge of Tri-Council Policy Statement 2, Chapter 9 and other relevant documents

External

(10%)

- Develop and maintain relationships with Indigenous communities regionally
- Liaise with government and community organizations regionally and provincially
- Participate in meetings, conferences, workshops, seminars and working groups related to Indigenous education regionally, provincially and nationally
- Develop and maintain relationships with other post-secondary institutions provincially and in some cases, nationally, 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

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 in a postsecondary environment
- Experience working with education strategies related to Indigenous learners, First Nations communities and Indigenous organizations
- Experience working with First Nations Education authorities and organizations
- Experience with curriculum development, delivery and evaluation processes
- 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: President, Nipissing University

Positions Supervised:

- Manager, Indigenous Student Success
- 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

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

Director, Human Resources

Date