



THOMPSON RIVERS UNIVERSITY

Associate Director Indigenous Education - (01398.2)

Kamloops BC, Canada



TRU INDIGENOUS EDUCATION

The Associate Director, Indigenous Education provides operational and planning oversight to the Indigenous Education Office. They implement staffing and project management to implement TRU's Strategic Priorities related to Indigenization of curriculum and Indigenous student services. The Associate Director is responsible for researching, recommending, overseeing implementation, and evaluation of Indigenization initiatives with regards to student services and community engagement. Reporting directly to the Executive Director, Indigenous Education, the Associate Director will also work closely with the staff in Student Development with regards to Indigenous student services.

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<https://tru.hua.hrsmart.com/hr/ats/Posting/view/30090>

Major Responsibilities

- Assists the Executive Director of Indigenous Education in implementing the goals and priorities of the Indigenous Services Plan (ISP) and TRU's Strategic Priorities regarding Indigenization and support for Indigenous students.
- In consultation with the Executive Director of Indigenous Education establishes long- and short-term initiatives that are consistent with the strategic priorities of the Ministry of Advanced Education.
- Identifies and recommends new initiatives for Indigenous partnerships that are consistent with the TRU Indigenous Education programs and services, and TRU's strategic priorities.
- Oversees and supervises the administrative (non-faculty) functions of units within the Indigenous Education Office.
- Builds and maintains effective relationships with TRU-OL, TRU deans, faculty, senior administration and the University community.
- Supports initiatives to improve the recruitment, retention, and engagement of Indigenous students.
- Advises and oversees human resources functions including hiring, scheduling, evaluation, performance management and labour relations for Indigenous Education.
- Works with staff, community partners and the university to plan budget submissions and to steward financial resources to meet objectives of the Indigenous Services Plan and the university's Strategic Priorities.
- Oversees, assesses, and reports on activities relating to Indigenous academic and cultural support services, events and programs.
- Oversees the marketing of IE programs and services in collaboration with TRU Marketing and Communications department.
- Collaborates with relevant departments on monthly IE updates to TRU and community partners
- Identifies professional development for staff that supports the implementation of a professional development plan.
- Oversees and coordinates team building and learning opportunities for Indigenous on-campus partners.
- Ensures compliance with existing and future TRU policies.
- Participates on designated internal and external committees.

Required Knowledge/Skills

Education

- Masters Degree or equivalent is preferred; however, Bachelor's degree or equivalent may be considered depending on level of knowledge and experience.

Experience

- Minimum ten years of direct experience working within Indigenous communities, combined with at least five years within a post-secondary learning environment.

Skills, Knowledge Or Abilities

- Working knowledge and experience with implementing B.C Indigenous Post-Secondary Skills and Training Framework, including funding models.
- Awareness of current economic opportunities, locally and nationally
- Excellent human resource management and project management skills.
- Knowledge and competency in an Indigenous language is an asset.
- Ability to work successfully in an Indigenous learning environment.
- Excellent leadership, diversity, relationship, consensus building and interpersonal skills.
- Excellent oral and written communications skills.
- Strong report writing and data analysis abilities.
- Strong presentation skills.
- Sense of humour and ability to adapt to changing environments.

Payband \$111,375.00 - \$124,959.00

Thompson Rivers University is strongly committed to hiring based on merit with a focus on fostering diversity of thought within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, Indigenous, Black and People of Colour, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.

