



Class No.:	
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## **JOB DESCRIPTION - MANAGER, INDIGENOUS EDUCATION AND AFFAIRS (IEA)**

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### **NATURE AND SCOPE OF WORK**

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. The University respectfully acknowledges that campuses and learning locations are located on the unceded territories of the Líl'wat, x̣ʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

Capilano University is a regional teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge and in their contribution as citizens in a rapidly changing and diverse global community. Programming at the university ranges from community-based literacy through to credit certificate, diplomas, degrees and post-degree credentials across five Faculties.

Capilano University has earned an international reputation for quality teaching, programs, and services. We strive to be inspired by imagination and to create distinct university experiences through learning experiences that develop knowledge, skills, motivation and attitudes enabling learners to become independent thinkers, and to contribute positively to communities and the planet.

The Manager, IEA provides leadership, guidance, mentorship, and strategic direction to staff within Indigenous Education and Affairs department. Capilano University is committed to reconciliation, collaborative partnerships with territorial rights holders, and contributing to the aspirations of Indigenous communities through post-secondary education. Concurrently we continue to focus on meeting the Calls to Action, addressing anti-Indigenous racism, fostering Indigenization of curriculum, and promoting Indigenous learner engagement and success through a range of activities and services. The Manager plays a key leadership role in coordinating recruitment, and the development and delivery of services for Indigenous learners across the university in collaboration with Student Affairs, Faculties and other departments. Along with the director, the manager provides leadership in enhancing the cultural competencies of CapU employees and contributes to advancing the university strategic and academic plans through effective partnerships and activities.

The incumbent reports to the Director, Indigenous Education and Affairs and works collaboratively with Indigenous students, Elders, communities, Indigenous organizations and agencies, Deans, Directors, and Faculties, and across the university.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Leads Indigenous student-focused activities and services in alignment with Cap U's strategic goals for enhancing Indigenous student success.
- Coordinates resources, services, and activities in support of Indigenous learner success in collaboration with Student Affairs and other university departments
- Takes a lead role in coordination with the director to ensure appropriate, relevant and current services and supports are available and accessed by Indigenous learners
- Profiles, promotes, contributes to, and participates in Indigenous events and ceremonies (e.g., annual university Truth and Reconciliation Week).
- Builds and maintains a culture characterized by communication, trust, respect, acknowledgement, and recognition.
- Develops and maintains positive relationships with internal and external constituents, partners, allies, and collaborators such as other post-secondary institutions, Indigenous organizations, and funding agencies.
- Engages with Indigenous communities to strengthen relationships and spread awareness of Cap U's programs, and dedication to services supporting culturally responsive Indigenous education.
- Contributes to leadership with and specific advice on Indigenizing curriculum, Indigenous knowledge, and ways of knowing aligned with the academic plan.
- Seeks and secures external funding for Indigenous services and programming (the latter in collaboration with Faculties) including proposal and grant writing.
- Provides leadership with staff performance management and employee development and assists the director in workforce planning for the Office.
- Develops and monitors budgets as delegated by the director, and ensures the effective use of resources, and undertakes reporting as required.
- Analyzes and summarize a wide variety of Indigenous student data on such issues as enrolment levels and comparisons, graduate outcomes, educational costs, student achievement indices, attrition rates, student demographics, tuition fees etc. providing recommendations through appropriate internal means to foster enhanced Indigenous learner participation and success.
- Represents the University on community and other committees at the request of the director
- Acts on behalf of the director on request
- Undertakes projects, initiatives as requested by the director, and assumes additional duties as assigned.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Demonstrated knowledge of and respect for diverse Indigenous cultural identities and values
- Strong communication, connecting and interpersonal skills including diplomacy and tact with students, Indigenous communities, Elders, Faculties, and administrative units
- Strong interpersonal and supervisory skills and ability to work collaboratively in an evolving environment with multiple Indigenous and non-Indigenous partners, collaborators and constituents
- Excellent oral and written skills, including successful grant/proposal writing
- Keen attitude and willingness to explore outside of the Manager's area of expertise
- Ability to work with data and learn systems for effective operations, decision making and future planning
- Proven ability to manage concurrent projects and meet deliverables
- Outstanding time management skills and high attention to detail.

## **REQUIRED TRAINING AND EXPERIENCE**

- A Bachelor's Degree in a related discipline (Master's Degree preferred) from an accredited college or university
- 3-5 years of recent related experience in the public educational sector, preferably in a post-secondary environment
- 1 – 2 years of supervision/management experience
- Lived experience of Indigenous worldviews, cultures, and values
- Previous experience with Indigenous learners through teaching or student-related role(s) is an asset
- In accordance with Section 42 of the BC Human Rights Code, this opportunity is limited to applicants who self-identify as Indigenous or having Indigenous ancestry. Candidates must self-identify (in their cover letter) to be considered for this position. This opportunity is open to Indigenous people who maintain ties to their ancestors and families through regular connection to their traditional culture(s).