



Class No.:	Administrator
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DIRECTOR, INDIGENOUS EDUCATION AND AFFAIRS

NATURE AND SCOPE OF WORK

Capilano University is a 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 responsible citizens in a rapidly changing and diverse global community.

Capilano University has earned an international reputation for quality teaching, programs and services. We strive to instill the knowledge, skills, motivation and attitudes that will enable our students to become independent thinkers and learners, and to contribute effectively in a rapidly changing world.

The university is well known for providing a solid academic foundation and is committed to developing new and innovative programs in response to market demand. We offer a complete range of preparatory courses, arts and sciences courses, business and management studies, creative and applied arts programs, health and human services programs, plus a range of services in support of student learning and success. Credentials awarded include bachelor degrees, associate degrees, post-baccalaureate diplomas, advanced diplomas, certificates and statements of completion.

The Director, Indigenous Education and Affairs is responsible and accountable for the development, direction, operations and performance of the First Nations Student Support department, the Kéxwusm-áyakn Student Centre as well as senior level leadership in support of internal and external relationships and activity of Indigenous education and affairs.

Reporting to the Vice President Academic & Provost, the Director works collaboratively with Indigenous students, Elders, communities, Indigenous organizations and agencies, Deans and Faculties, and across the university. The Director provides both day to day and forward-focused leadership for indigenization, decolonized practices, Indigenous education programming, and teaching-learning stewardship to foster and create a university community that proudly and respectfully serves our Indigenous students, employees, and local Nations and Metis communities.



ILLUSTRATIVE EXAMPLES OF DUTIES

The Director has administrative responsibility for the following University activities:

- Develops, implements and manages an Indigenous Student Services unit that offers a diverse range of services in support of Indigenous and non-Indigenous students, staff and faculty, including student recruitment and student success activities, funding information and cultural programming.
- Deepens and maintains strong and positive relationships with the First Nations in the university region, acting as a liaison as required
- Undertakes planning and actions to further Indigenous programming in partnership with Faculties with respect to local Indigenous communities
- In collaboration with university units and departments, advances services for Indigenous learners at the campuses
- Provides strategic leadership enhance Indigenous student recruitment, engagement, and academic success.
- Develops, implements and maintains sustainable programs, activities and strategies for Indigenous students by working in collaboration with Faculties, schools, university Student Services, Capilano University Student Union as well as external agencies.
- Represents the university and advising the university leadership on national, provincial and local initiatives regarding Indigenous education.
- Provides senior leadership with the university's Aboriginal Service Plan and related relationships, actions, reporting and activities
- Participates in senior leadership responsibilities with academic and non-academic activities of the university to foster enhanced valuing of and actions related to indigenization and decolonizing practices, as well as furthering Truth and Reconciliation and actions in support of the United Nations Declaration on the Rights of Indigenous Peoples
- Provides leadership with and specific advice on indigenizing curriculum, indigenous knowledge and ways of knowing, and relevant research
- Leads or participates in scholarly work and/or research in support of Truth and Reconciliation recommendations, UNDRIP and Indigenous education
- Provides leadership through engaged involvement in various institutional committees, both governance and operational in nature
- Actively provides advice and guidance on building and creative genuine engagement and relationship strategies with on whose territories the university campuses are located
- Promotes the role of Elders to guide the university on its pathway to ensure there is awareness and understanding of First Nations, Inuit and Metis cultures and history and respectful relations
- Participates and leads actions and activities to advance the university environment and our practices that are welcoming and supportive of Indigenous peoples
- Utilizes and provides guidance to the university community of appropriate local protocols.



REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

The following skills will be crucial to the success of the Director:

- Excellent and demonstrated knowledge of and respect for diverse Indigenous cultural identities and values.
- Strong communication, connecting, and interpersonal skills including diplomacy and tact with students, Elders, Faculties, schools, and administrative units.
- Ability to lead teams and manage professional and support staff.
- Ability to develop and manage successful financial plans within a university setting
- Strong experience in proposal and grant writing
- Ability to contribute effectively to the development of plans and institutional policies and practices.

REQUIRED TRAINING AND EXPERIENCE

Supported by a graduate degree (minimum of a Master's degree), the successful candidate will have extensive experience in leadership within a post-secondary setting. This experience includes direct experience providing operational and strategic leadership in Indigenous post-secondary education, Indigenous student recruitment, and student development and student success. Lived experience of Indigenous worldviews, cultures and values, with superior understanding of diverse Indigenous knowledge systems and epistemologies is also required.

Teaching experience and research in the post-secondary environment would be an asset.