



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## ACADEMIC DEPARTMENT MANAGER - ENGLISH & CULTURAL S

<b>Job ID</b>	<b>61829-8081</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=61829-8081">https://careers.indigenous.link/viewjob?jobname=61829-8081</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-04-26	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Ranked as one of the world's top 70 universities, McMaster University is known for teaching and research excellence. Our purpose is the discovery, communication, and preservation of knowledge. In our teaching, research, and scholarship, we are committed to creativity, innovation, and excellence. We value integrity, quality, inclusiveness, and teamwork in everything we do. We inspire critical thinking, personal growth, and a passion for lifelong learning. We serve the social, cultural, and economic needs of our community and our society. About the Department and Program: In the Department of English and Cultural Studies we combine long-standing commitments to traditional areas of English literary study, ranging from Medieval and Early Modern to contemporary British, American and Canadian literature, with expertise in interdisciplinary areas and themes, such as science fiction, narratives of health, and literature/culture and the environment. Contemporary critical theory, critical race studies, theories of gender and sexuality, and decolonization and resistance also form core elements of our program. We were among the first English departments in Canada to develop courses and programs in Cultural Studies and Critical Theory, and these offerings foster a unique and valuable set of critical, analytical and communications skills in our students. The department has a vibrant undergraduate program, one MA program with multiple streams, and a PhD program. The Gender and Social Justice Program is a vibrant learning community committed to the intersectional study of gender, sexuality, race, ethnicity, class, ability, age, and other categories of social difference, through feminist, anti-racist, anti-colonial, and queer social justice lenses. The program is interdisciplinary in our teaching, learning, research, and activism, and prioritizes community-engaged research and praxis. The program offers interdisciplinary MA and PhD Diploma programs, and an undergraduate minor. About the Position: Reporting to the Director of Finance and Administration, the Academic Department Manager I is responsible for the operational management of two separate units (an academic department and an academic program) with multiple functions which includes research institutes, centres, and external partnerships, and oversees support to the academic programs within the department. This role plays an integral role in shaping the direction of the department/program offerings, provides administrative and operational leadership, visioning and strategic planning, and informs the Chair/Director on financial, human resources, space, curriculum, and strategic matters. This position directly supervises the administrative staff in the department (three Administrative Assistants). Key Accountabilities: Provides a link between incoming and outgoing faculty and staff on operational procedures and policy as they relate to undergraduate and graduate education and advises on new initiatives or changes to policies and procedures at both the department and University levels. Collaborates with academic leadership of the department and senior administrative staff within the Faculty and with central offices such as the Office of the Provost and Vice-President (Academic), the School of Graduate Studies, the Office of the Registrar, Human Resources, Institutional Research and Analysis, ROADS, MILO, Finance, Research Finance and Facility Services. Responsible for overseeing the academic course planning and scheduling process within a department. Plays an integral role in managing and overseeing all aspects of Accreditation and Institutional Quality Assurance Process (IQAP) processes. This includes overseeing the administration of the annual Graduate Attribute measurement and collection process, as well as the preparation for the program visits. On a day-to-day basis, this role implements the policy decisions taken by the department, Faculty, or University with respect to undergraduate and graduate students, and research administration, represents the department/programs on University-wide committees, and provides leadership and direction to the staff who provide service to students in the undergraduate and graduate programs. Other Key Areas Include: Financial Management Independently manages the financial resources (operating, research,

facilities/services) of the department. Serves as the Chair's/Director's delegate and has financial decision making and signing authority necessary for the continued operation of the department. Provides input into business plans for the department.

**Strategic Planning** Plays a key role in advising the Chair/Director on strategic planning within the department. Contributes to strategic thinking for development and implementation of new initiatives of strategic importance to the department, Faculty and University (such as interdisciplinary programming, Micro credentials), and influences the culture within the department. Participates in strategic planning for department/Faculty-wide undergraduate, graduate and post-graduate education and research programs.

#### Operational Management

- Responsible for ensuring that the department is managed in an effective and efficient manner.

- Develops, implements, monitors and evaluates all infrastructure activities of the department including staff recruitment, promotion, human resource, finance, research and teaching activities within the department.

- Facilitates marketing and communication plans for the department.

**Human Resources Management** Manages all direct reports including work assignment, conflict management, performance management, hiring, disciplinary action, training and development. Provides managerial oversight and is accountable for all administrative support staff (team building, performance standards, hiring, disciplinary action, redundancy etc.). Including the ongoing evaluation of and response to changing staffing needs. Supports the Chair/Director in hiring and onboarding of all employees including faculty, sessionals, post doctoral fellows, TAs, and research staff. Maintains current knowledge of the Unifor Collective Agreement, MUFA Agreement, CUPE Agreements, Employment Standards Act, and University policies and procedures.

**Physical Resource Management:** Plays a key role in the area of physical resource management within the department. Proposes, negotiates, recommends, and ensures optimal space utilization within the department. Initiates, reviews, and commits funds to purchase or replace office furniture, IT, office equipment, shared lab equipment, and equipment and supplies required by research units.

**Education Administrative Support:** Responsible for managing the resources and infrastructure supporting education activities within the department, and is involved in academic planning. Manages and participates in (representing the non-academic members of the department) the Departmental Accreditation process (for external bodies such as IQAP (for graduate and undergraduate programs) and internal process, i.e., department reviews). Accountable for administration of all undergraduate and graduate programs (i.e. recruitment, financial, statistical, external reviews, course planning, timetabling, curriculum)

**Research Administrative Support:** Oversees the administrative support of research activity within the department. Meets regularly with PIs to review and ensure research grants are on track, investigates and rectifies any financial matters related to grant funding with Research Finance, including the management of deficits. Facilitates the appropriate processes within the department for the submission of research proposals (MILO forms, etc.)

**Special Projects Committee Membership** This position will participate in special projects and/or sit on committees in potentially several areas both within the Faculty and the broader University. Observes and identifies opportunities for collaboration, keeping the Chair/Director, DoFA and Dean's office informed. Ensures that the McMaster community and external community receive prompt, accurate information regarding matters related to undergraduate education in the program.

**Are you the right candidate** This role requires a professional with at least 4-6 years of managerial experience with a broad understanding of research, finance, Faculty and University initiatives. The successful candidate will have a proven track record of building successful relationships across Faculties/departments, and handling conversations with tact, good judgement and diplomacy. Additionally, the successful incumbent will have demonstrated experience making decisions independently, and knowledge and experience interpreting policies, procedures and guidelines. We are seeking a candidate who approaches their work with a deep understanding of social and cultural contexts. The ideal candidate will demonstrate empathy, adaptability, and respect for diverse perspectives; experience working with a range of people, including those from equity-deserving groups; and a commitment to fostering equitable, inclusive, and accessible workplace environments. We welcome applications from individuals seeking a growth opportunity who identify as strong leaders and feel they have the potential to succeed in this role despite not meeting all the listed requirements. If you are interested in applying, we encourage you to think broadly about your background and skillset for this role. Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article

19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Current TMG Employees are also eligible for Temporary Growth opportunities. Other qualifications Bachelor's degree in a relevant field or a professional designation such as CPA, or equivalent professional experience. Excellent interpersonal skills, including outstanding verbal and written communication skills. Must be organized, a long range-planner and an accomplished problem-solver able to quickly assess situations and individuals and lead solutions.

For more information, visit McMaster University for ACADEMIC DEPARTMENT MANAGER - ENGLISH & CULTURAL S