



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. 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 Canadian Indigenous Peoples 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

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Calgary

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2019/12/11

## Assistant Director, Indigenous Initiatives

<b>Job ID</b>	<b>1E-14-5E-D8-D6-70</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=1E-14-5E-D8-D6-70">https://careers.indigenous.link/viewjob?jobname=1E-14-5E-D8-D6-70</a>	
<b>Company</b>	University of Toronto Scarborough	
<b>Location</b>	Scarborough, Ontario	
<b>Date Posted</b>	From: 2019-07-05	To: 2019-07-21
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	PM 4 -- Hiring Zone: \$91,506 - \$106,758 -- Broadband Salary Range: \$91,506 - \$152,510	
<b>Languages</b>	English	

### Description

Description:

The University of Toronto Scarborough is a place of energy, enthusiasm and passion. Our commitment to inclusive excellence attracts the brightest learners, scholars and employees from around the globe. Our success has been made possible by the opportunity given to us by our Indigenous hosts to operate on their territory, and we cherish our continuing partnerships with these communities. The University of Toronto Scarborough is an exciting campus with unlimited potential. Join us on our journey.

The Assistant Director, Indigenous Initiatives plays a vital role in developing and advancing strategic initiatives related to Indigenization at the University of Toronto Scarborough campus. The incumbent reports directly to the Director, Equity, Diversity and Inclusion at UTSC with a dotted reporting line to the Director, Indigenous Initiatives in the Offices of the Vice-President & Provost and Vice-President, HR&E.

The incumbent is responsible for leading and/or coordinating initiatives that support UTSC's vision, strategic priorities, and objectives that develop and enhance Indigenous presence, supports and programming; providing advice on related matters; fostering relationships and building partnerships with appropriate communities and organizations; developing and implementing activities and projects that advance UTSC's commitments as laid out in relevant UTSC/UofT Plans, policies, guidelines, and reports, including Answering the Call – Wecheehetowin: Report of the Steering Committee for the University of Toronto's Response to the Truth and Reconciliation Commission of Canada.

The incumbent provides direct support to the Director, Equity, Diversity and Inclusion in advancing the academic and administrative initiatives that promote Indigenous initiatives that have cross-campus, tri-campus and community impact. The role requires collaboration with colleagues to facilitate access to and to promote a genuine sense of belonging at UTSC for Indigenous peoples and communities.

The position will involve initiating and undertaking research on a wide variety of issues and topics; managing projects; consulting and interacting with faculty, staff, students, Indigenous communities and organizations; providing advice to UTSC units; following up on decisions by appropriate bodies; implementing and tracking the development and/or enhancements of Indigenous initiatives, programs and supports. As needed, the incumbent will also provide support to the UTSC Executive team, to enhance ongoing and new Indigenous initiatives for the campus.

The incumbent will provide a high level of support to the Director of Equity, Diversity and Inclusion on Indigenous initiatives, serve as the main point of contact for addressing and/or directing inquiries. The incumbent will also ensure that deadlines and schedules are met; participate in the coordination of any correspondence; and organize meetings. The incumbent works in a complex environment that requires a high degree of sensitivity, responsiveness and a need to maintain absolute confidentiality. The role will continue to evolve and the individual must be willing to respond to the given priorities of the day and be willing to work cooperatively in a challenging and dynamic environment.

Qualifications:

(Minimum Qualifications)

**EDUCATION:**

University degree required, professional or post graduate degree (Master's or Ph.D) an asset, or equivalent in education and experience.

**EXPERIENCE:**

Minimum 5 years' related experience working within Indigenous (First Nations, Métis, or Inuit) communities/agencies. Experience in working with complex issues related to equity, diversity, and inclusion as they relate to the student experience and the workplace is required. Experience working with Knowledge Keepers, students, faculty, and staff, and an appreciation for the diverse backgrounds and experiences of the University's community. Experience working within a post-secondary context is strongly preferred. Demonstrated experience in creating and maintaining strong relationships with internal and external stakeholders.

**SKILLS:**

Advanced computer skills in Microsoft Office (must be able to set up templates and macros in Word and Excel, set up Excel spreadsheets and graphics, and prepare sophisticated PowerPoint presentations). Internet, Acrobat, scheduling software and familiarity with Microsoft Sharepoint an asset.

**OTHER:**

Highly developed oral and written communication, research analytical, relationship management and organizational skills. Demonstrated collaborative approach to problem solving. Demonstrated ability to interact and collaborate with individuals at all levels within the University as well as externally, including students, staff, faculty and community partners. High degree of political acuity and judgment; ability to deal with senior University Officers in a manner which facilitates cooperation and consensus building; ability to work independently and as part of a multi-disciplinary team with a high degree of initiative, discretion, and tact; ability to work under pressure; superior organizational skills in planning, project management and task coordination; flexibility and problem solver orientation; and strong leadership capabilities. Must embrace diversity and inclusion as an integral component of a quality university experience. Ability to produce detailed and comprehensive reports from a large volume of complex information.

Strong knowledge of Indigenous educational issues, the Truth and Reconciliation Commission Final Report and other resources pertaining to Indigenous contexts (e.g. Royal Commission on Aboriginal Peoples [RCAP]). Demonstrated relationships with services and agencies within Indigenous communities and/or urban centres and governments. Competence in an Indigenous language a definite asset.

Travel: None

**Notes:**

Preference will be given to candidates who self-identify as Indigenous. Recognizing that there are a variety of terms that potential candidates may use to self-identify, the University uses the term "Indigenous" in this search, which forms part of the U of T Response to Canada's Truth and Reconciliation Commission, to encompass the people of Turtle Island, including those who identify as First Nations, Métis, Inuk (Inuit), Alaska Native, Native American, and Native Hawaiian people.

A copy of the full job description is available upon request from the UTSC HR Office.

Employee Group: Professional / Managerial

Appointment Type: Budget - Continuing

Schedule: Full-time

Pay Scale Group and Hiring Rate: PM 4 -- Hiring Zone: \$91,506 - \$106,758 -- Broadband Salary Range: \$91,506 - \$152,510

Job Field: Human Resources and Equity

Job Posting: Jul 5, 2019

Job Closing: Jul 21, 2019, 11:59:00 PM

**How to Apply**

Apply online at

[https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1902780&tz=GMT-04%3A00&tzname=America%2FNew\\_York](https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1902780&tz=GMT-04%3A00&tzname=America%2FNew_York)