



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.Link's 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:
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Job Board Posting



Careers.Indigenous.Link

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ASSISTANT ACADEMIC DEPARTMENT MANAGER - SCHOOL OF

Job ID	50294-5314	
Web Address	https://careers.indigenous.link/viewjob?jobname=50294-5314	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-28	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Assistant Academic Department Manager, School of Earth, Environment & Society

About McMaster 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. McMaster is consistently recognized as one of the top employers in the Hamilton/Niagara region and have been recognized as one of Canada's Top Diversity employers for four consecutive years from 2019 to 2022. About the School of Earth, Environment & Society The School of Earth, Environment & Society (SEES) is a large department within the Faculty of Science, focusing on teaching and research in the areas of geography, geology, environmental and earth sciences. SEES offers multiple degree programs and have students at both the undergraduate and graduate level. The School is proud to have over 30 faculty members, including incredible teachers and world-renowned researchers. SEES offers a working environment that is inclusive, innovative and where our team feel as though they can do their best. About the Position The Assistant Academic Department Manager is a critical leadership role within the School and is primarily responsible for supporting the Academic Department Manager and Director in the strategic and operational management of the School. This encompasses multiple functions including graduate and undergraduate programming, fee for service facilities, labs, and external partnerships. In addition, this position will play an integral role in supporting the School strategy by ensuring alignment with the strategic vision of the University, influencing the culture within the School, reinforcing University values and shaping the direction of the School offerings with a forward-looking perspective. The Assistant Academic Department Manager provides vital administrative and operational assistance to the Schools leadership as well as supporting the visioning and strategic planning of a unit, human resources management, curriculum development, academic planning, advising and scheduling, and other strategic matters. On a day-to-day basis, the Assistant Manager supports the Academic Department Manager by providing leadership and direction to the staff who provide service to students in the undergraduate and graduate programs. Core Accountabilities Working alongside the Academic Department Manager, the Assistant Academic Department Manager will provide leadership and support to the following areas:

- Management of financial resources (operating, research, facilities/services, research institutes and centres) of the School.
- Implementation of the Schools strategy, ensuring alignment with the strategic vision of the University.
- Overall management of School infrastructure activities, including staff recruitment, human resources, finance, research and teaching activities.
- Human resources activity (hiring, assignments, conflict and performance management, training and development).
- Physical resource management including space planning and tracking, inventory and asset management.
- Managing the resources and infrastructure supporting education activities within the School with emphasis on academic planning, advising and development.
- Administrative support of research activity within the School. Lead or participate in special projects and/or sit on committees as the School or faculty representative both within the faculty, the broader University and in the community.

The successful candidate will have:

- Broad understanding of research, finance, Faculty and University initiatives.
- Experience in managing budgets and various financial resources.
- Knowledge and experience interpreting policies, procedures and guidelines.
- Demonstrated leadership and management skills and be a proven strategic and pragmatic thinker.
- Excellent interpersonal skills, including outstanding verbal and written communication skills and a proven record of demonstrated tact, judgment, and diplomacy.
- Must be organized, a long-range planner and an accomplished problem-solver, able to quickly assess situations and individuals and lead solutions.
- Demonstrated ability to make independent decisions and to build consensus.
- Proven track record of successful relationship-building is essential as this role must work effectively and collaboratively across faculties and departments, with various internal and external stakeholders.
- Tact, diplomacy, negotiating and persuasion skills, strategic thinking, superior communications skills, able to build and inspire trust and build bridges and relationships.
- Has a Bachelor's level degree in business, management or a related field, or working towards a professional designation such as a CPA, MBA, etc. 3-5 years of supervisory or management experience

For more information, visit McMaster University for ASSISTANT ACADEMIC DEPARTMENT MANAGER - SCHOOL OF