



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:

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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATOR, INDIGENOUS INITIATIVES - INDIGENOUS

Job ID	53425-7472	
Web Address	https://careers.indigenous.link/viewjob?jobname=53425-7472	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-03-15	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

McMaster's Indigenous Education Council is the primary body with responsibility for promoting and advocating for the advancement of Indigenous education at McMaster, championing the needs of Indigenous students, staff and faculty members, and providing advice and support to the University on all Indigenous matters. McMaster University is committed to building relationships and enhancing its engagement with local Indigenous communities, supporting and encouraging Indigenous students, staff and faculty members, promoting Indigenous education and the study of Indigenous knowledge and culture, and ensuring the participation of Indigenous representatives in the University's decision-making process. The work and services provided by the McMaster Indigenous Education Council brings together resources, information and initiatives for students, staff, faculty, and the community. McMaster's Indigenous Education Council has been engaged in a variety of activities including creating a Indigenous Education and Research Strategy. The successful applicant will be a member of an Indigenous community (First Nations, Metis, Inuit) and will have a commitment to Indigenous community development, partnership building, and growing McMaster's acceptance and capacity for Indigenous ways of knowing. Candidates are encouraged to share information in their cover letter about their Indigenous ancestry and relevant experience with Indigenous Communities.

Job Summary: The Administrator, Indigenous Initiatives - Indigenous Education Council is accountable for managing and coordinating all projects, communication, and initiatives in support of McMaster's Indigenous Education Council. The incumbent is responsible for staff human resources activities, financial management, project development, planning, implementation, communication, and outcome information management. In addition, this role is responsible for ensuring timelines are met and activities are delivered in accordance with approved budgets. The Administrator is required to work collaboratively with a wide range of partners and stakeholders across Faculties, departments, programs, and schools. While reporting to the IEC Academic Co-Chair, the incumbent also works with the Indigenous Education Council Community Co-Chair and supervises the Indigenous Education Council Communications Officer and Administrative Assistant.

Accountabilities: Manages multiple, large-scale projects that impact McMaster University. Consults with, advises, and leads other project participants. Develops project plans and monitors progress toward desired outcomes. Establishes project schedules, ensures conformance to plans and revises as appropriate to meet changing needs and requirements. Plans appropriately and shifts direction if current procedures do not allow for sufficient progress. Assumes responsibility for project outcomes; monitors all aspects of the project and analyses progress.

Projects include implementing the activities of the Indigenous Education and Research Strategy.; including (but not limited to) the following activities: Oversight on all IEC led projects, evaluation, budgeting, and year end reports Development of a yearly work plan for the IEC and IEC staff Facilitate administration, development, and implementation of all IEC projects Providing feedback to IEC Chairs monthly, including budget and funding information Oversee communication and outreach with all IEC partners and community stakeholders

The Administrator, Indigenous Initiatives - Indigenous Education Council is required to play an active role in the financial management of the McMaster Indigenous Education Council and its projects. This position requires meeting with senior management to determine budget priorities, and develops, recommends, and implements the annual operating budget. The annual budget will vary depending on current projects overseen by the Indigenous Education Council. These

projects often come with increased responsibilities along with short-term funds. All funding is currently internal and received from the Office of the President and the Office of the Provost.

The Administrator is responsible for the human resources activities of the McMaster Indigenous Education Council and oversees the day-to-day activities through direct supervision of the office staff and provision of guidance to others in the reporting area. They ensure compliance with Human Resources policies and procedures.

The administrator is responsible to the supervision, hiring and firing for direct reports. The current direct reports include one Full Time Communications Officer and one full time Administrative Assistant.

Supports the development, planning and identification of growth and strategic opportunities identified by McMaster Indigenous Education Council and the Office of the President. Provides insight and advice to ensure university needs and priorities are effectively addressed and strategic objectives are met. Forms concrete action plans and monitors projects to ensure they continue to address priorities.

Collaborates with partners in Human Resources Services, Student Affairs, and other departments to maintain up-to-date knowledge of best practices, trends, and resources as applicable to the wellbeing needs of the university. Identifies learnings, and shares knowledge by acting as a resource to others at McMaster.

Prepares briefing materials for senior management based on McMaster University's Indigenous Education Council, research, analysis of information and data from internal and external sources that are aligned with the strategic direction of the Indigenous Education Council.

The Administrator, Indigenous Initiatives - Indigenous Education Council is responsible for the creation and coordination of a report on the McMaster Indigenous Education Council's short- and long-term goals.

Decides on significance of problems and who should assume responsibility for their resolution. Develops a range of solutions to a given problem, identifying potential risks and benefits of each and determines best option to resolve the issue or conflict. Analyzes, summarizes and makes conclusions regarding information and policy. Finds solutions to unanticipated problems, within guidelines, and decides whether complexity of the problem warrants the involvement of more senior staff. Determines how problem and solution will impact project development.

Oversees communication initiatives related to the Indigenous Education Council, the Indigenous Education and Research Strategy and its projects. Acts as a resource person, liaison, and communicator.

Performs related duties as assigned. Qualifications: Experience: 5+ years related experience Experience managing complex projects that are strategic in nature and Faculty-wide in scope Strong research, analytical and problem-solving skills with the ability to exercise mature judgment Excellent verbal, written, presentation and interpersonal skills Highly self-motivated and self-directed Strategic communications, change management training or other related experience Ability to work independently and creatively with limited resources and minimal direction Ability to grasp the big picture and quickly synthesize information Demonstrated ability to work with and support cross-functional and cross-professional project teams Able to work effectively at all levels in an organization Demonstrated ability to establish and maintain effective relationships and partnerships with Faculty leaders Strong organizational skills, attention to detail, and focus on task completion and outcome deliverables Exceptional research skills and demonstrated knowledge and experience synthesizing research and providing recommendations Strong computer skills, proficient with MS Office applications (Word, PowerPoint, Excel, Project, Visio, Publisher) as well as the use of wikis and blogs Advanced internet search skills Ability to communicate clearly and effectively building trust and confidence Demonstrated ability to understand a business need and develop, present and discuss solutions and scenarios that solve the business problem Ability to manage change and ambiguity, is adaptive and flexible as conditions change Ability to facilitate a number of projects simultaneously

Knowledge/Skills: Strong business acumen Familiarity with project management approaches, tools and phases of the project lifecycle Knowledge of governance, systems and decision-making processes at McMaster University; a comprehensive understanding of McMaster University's Policies and Procedures is essential Solid foundation in organizational change management methodology and principles and the ability to translate them into standard business practice

Additional Information: To fulfill McMaster's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Metis and Inuit peoples). Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.

