



# 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

Date Printed: 2024/05/18

## Indigenous Teacher Education Program (ITEP) Manager

<b>Job ID</b>	<b>9E-3E-D9-66-97-B8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9E-3E-D9-66-97-B8">https://careers.indigenous.link/viewjob?jobname=9E-3E-D9-66-97-B8</a>	
<b>Company</b>	Queen's University	
<b>Location</b>	Kingston, Ontario	
<b>Date Posted</b>	From: 2024-04-23	To: 2024-05-23
<b>Job</b>	Type: Fixed-term	Category: Education
<b>Job Salary</b>	\$64,400-\$78,528 per year	
<b>Languages</b>	English	

### Description

The community-based Indigenous Teacher Education Program (ITEP) represents the Queen's University Faculty of Education commitment to community-based teacher education delivery so that prospective Indigenous teachers can live and work in their First Nations communities while gaining the credentials to be Ontario certified teachers. This supports our commitment to reconciliation by ensuring that Indigenous teachers work within their First Nations communities and beyond.

Reporting to the Associate Dean, Teacher Education, the ITEP Program Manager is responsible for the overall planning, development, and implementation of the on-campus and community-based programs, which will support the key goals and objectives identified in the Faculty's strategic plan and the wider University strategic plan. The ITEP Program Manager will manage the extensive program's activities, which includes administration support, practicum, program liaison, recruitment and advertising, and financial support. The incumbent serves as a resource person/liaison, ensuring information flow, and overseeing data processing and presentation activities. The incumbent engages in financial planning and supervises account management, and interprets, modifies, and implements changes in procedures, policies, or standards.

This position requires sound judgment and a high level of discretion when dealing with sensitive issues. A key component of this role is to support multiple locations across the province to ensure consistency in program delivery, administration, and planning.

This position requires occasional travel, including to remote Indigenous communities.

Key responsibilities: Program management, Administration/Human Resources, Financial.

### REQUIRED QUALIFICATIONS:

- University Degree in Education or a related field.
- Minimum 5 years of management experience
- Must demonstrates connection with Indigenous community and other Indigenous networks.
- Indigenous ancestry preferred.
- Experience supervising staff, with the ability to delegate work and prioritize tasks to office staff.
- Previous work in a university or other academic environment is preferred.
- Promote equity, diversity, and inclusion in the workplace.
- Comprehensive understanding of Indigenous communities, educational history and settings, student lifestyles, Indigenous education, and teacher education.
- Proven experience in developing, implementing, and maintaining complex processes.
- Demonstrated proficiency with computer applications and software including word processing, spreadsheets, databases, email, and internet. Experience with D2L, Learning Management Systems (LMS), Salesforce, JotForm's and website technology considered an asset.
- Demonstrated successful program administration experience in a fast-paced environment with competing priorities, requiring quick and appropriate decision-making skills.
- Comprehensive knowledge of collective agreements.
- Knowledge of university structure, policies, and procedures.

- Training and/or experience in setting and managing budgets required.
- Consideration may be given to an equivalent combination of education and experience.

**How to Apply**

Click "Apply Now"

Competition Number: J0424-0493