



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/30

Director, Indigenous Student Recruitment & Admissions

Job ID	AE-4C-92-CF-7E-3D	
Web Address	https://careers.indigenous.link/viewjob?jobname=AE-4C-92-CF-7E-3D	
Company	Simon Fraser University	
Location	Burnaby, British Columbia	
Date Posted	From: 2020-04-20	To: 2020-06-19
Job	Type: Fixed-term	Category: Education
Job Salary	\$88,926 To \$106,191	
Languages	English	

Description

Union/Affiliation: Administrative and Professional Staff (APSA)

Pay range: \$88,926 To \$106,191 Annually

of openings: 1

Position Grade: 13

Biweekly Hours: 72

The Director, Indigenous Student Recruitment and Admissions, is an integral part of the SRA leadership team providing oversight and direction for the Indigenous, undergraduate, strategic enrollment portfolio. The Director is responsible for the strategic development, implementation, management, coordination and assessment of programs and services to support undergraduate Indigenous students in meeting their academic and personal goals. The Director develops key stakeholder relationships with both individuals and teams across the University that are integral to minimizing systemic barriers and optimizing opportunities and supports for Indigenous student recruitment, admission, and academic success. In addition, the role establishes and maintains internal and external communication links to band/tribal organizations for the purpose of developing partnerships aimed at increasing Indigenous student recruitment and admission, and to enhance the degree-attaining success of Indigenous students at SFU. This position works collaboratively with SFU stakeholders such as the Office of Aboriginal Peoples, Health and Counselling Services, and the Indigenous Student Centre.

Qualifications:

- Master's degree in Education and Business Administration and six years of related experience in the development, implementation, and evaluation of post-secondary Indigenous student programs, services and policies, or an equivalent combination of education, training and experience.
- Experience with business process improvements.
- Excellent knowledge of and respect for Indigenous cultural identities and values.
- Excellent knowledge of Indigenous issues in both secondary and post-secondary education.
- Excellent knowledge of risk management and trauma informed approaches and practices.
- Excellent planning, organizational, administrative and managerial skills that encourage collaboration and a positive Indigenous Student Centre environment.
- Excellent analytical, research, problem solving, decision-making and conflict resolutions skills.
- Excellent business workflow design and process engineering skills.
- Excellent interpersonal and communication skills (oral, written, and presentation).
- Excellent leadership, human resource management and financial management skills.
- Excellent program development, implementation and evaluation skills.
- Excellent statistical analysis and reporting skills.
- Ability to design and development of training documentation.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Ability to establish and maintain effective contacts within professional and social networks in the indigenous community.
- Ability to act as a liaison for Indigenous students to provide support to them when navigating through administrative processes and in accessing resources.
- Ability to make sound judgments and careful evaluations of alternatives in the absence of specific policies.
- Ability to exercise mature judgement, initiative, diplomacy and tact.
- Proficient in the use of standard office applications, enterprise-level information systems and desktop publishing applications.
- Ability to arrange suitable transportation to various work locations.
- Knowledge of relevant BC legislation including Freedom of Information and Protection of Privacy Act.
- Ability to travel locally, within BC, and abroad.
- Criminal Record/Vulnerable Sector check required upon employment.

Assignment End Date: July 1, 2022

How to Apply

Please include your cover letter and resume in one attachment.

Click Apply Now!