



# 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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## Director, Four Directions Indigenous Student Centre

<b>Job ID</b>	<b>F2-C4-34-93-10-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F2-C4-34-93-10-EA">https://careers.indigenous.link/viewjob?jobname=F2-C4-34-93-10-EA</a>	
<b>Company</b>	Queen's University	
<b>Location</b>	Kingston, Ontario	
<b>Date Posted</b>	From: 2023-03-29	To: 2023-04-28
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	English	

### Description

The Four Directions Indigenous Student Centre (FDISC) exists to support the development and well-being of Indigenous students at Queen's University. In keeping with the teachings of the Four Directions, the Centre supports individual Indigenous students in balancing their academic, spiritual, physical, and emotional needs. Services offered include advising, counselling, Elder guidance, academic events, and cultural programming.

Reporting to the Senior Director, Student Equity, Inclusion, and Belonging and as a member of the Division of Student Affairs (DSA) Senior Leadership Group, the Director leads the FDISC staff, and is responsible for the strategic planning of the Centre, implementing, and evaluating the Centre's programs and services. The Director serves as an expert resource for students, faculty, and staff regarding Indigenous student's experiences. They also work to promote and maintain strong collaborations and partnerships with other student services within the Division of Student Affairs and embedded Indigenous student supports on campus.

The Director provides leadership in bridging understanding of Indigenous student needs within the Queen's community and supports the University's goal of supporting Indigenous learner's success. This includes acting as a leadership hub for Indigenous student service providers in consultation with embedded faculty and DSA colleagues.

Non-traditional hours, including evening and/or weekend commitments and some travel are required.

This position is a targeted hire for an Indigenous person and is therefore subject to the Hiring of Indigenous Specific Positions - Interim Policy. The Indigenous identity verification process policy can be found at <https://bit.ly/40zxPv7>.

#### KEY RESPONSIBILITIES:

Provides leadership to the Four Directions Indigenous Student Centre, developing overall direction of the Centre's activities and services. Oversees the implementation of strategic plans to support organizational goals, and program objectives.

Builds strong internal and external professional networks within the broader Indigenous student support provider community to learn wise practices and establish collaborations to best support Indigenous learners. For example, the Council of Ontario University's Reference Group on Aboriginal Education and CACUSS.

Facilitates and supports innovative programs and services designed to recruit and retain Indigenous learners.

Working with Undergraduate Admission and Recruitment, leads the development, implementation, and maintenance of the University's Indigenous recruitment plan and student success strategies.

Works collaboratively with department and program heads and senior administrators to deepen understanding of, and advocate for, Indigenous learner's needs and ensure commitment to Indigenous student success throughout the University. Serves as an Indigenous representative on external and internal committees and panels on behalf of Student Affairs, as appropriate.

Oversees the design, coordination, promotion, and implementation of Indigenous initiatives within Student Affairs and the university faculties, ensuring the systematic development of emerging projects aligned with the University's strategic Indigenous priorities, such as the Queen's University Truth and Reconciliation Commission's Task Force. For example, consulting with faculties to build embedded supports for Indigenous learners and DSA Directors for how to Indigenize their services.

As the leader of the FDISC, provides and protects "Indigenous place" at the University, both by providing and maintain physical space that is welcoming and nourishing and by fostering Indigenous ideals of teaching and learning in

community.

Participates in developing, presenting, and overseeing the budget for FDISC.

Analyzes and monitors budgets and ensures budgetary control procedures are followed.

May identify funding, revenue generating, and sponsorship opportunities to resource new or existing programs and may develop and draft funding proposals for multiple potential donors and sponsors as well as manage these funds.

Leads a collaborative approach to Indigenous student support through coordination of an Indigenous Student Support Providers Community of Practice. As the centralized service, provides guidance to faculties in creation and maintenance of Indigenous student support programming.

Is a member of the Equity, Inclusion, and Belonging portfolio within Student Affairs and collaborates closely with colleagues to ensure intersectional programming is implemented for Indigenous learners. Takes a leadership role in the team in driving collaboration and advocating for student's needs.

Works closely with the Office of Indigenous Initiatives to advocate for Indigenous students, stay up to date on broader campus initiatives, and participates in committees.

Works with key administrators in the Office of Advancement to maintain and enhance links with Queen's alumni and prospective donors for programs, supports, and services within Student Affairs and FDISC.

Plans, prioritizes and manages the work of employees, providing strategic and tactical advice, guidance and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.

Manages performance by establishing performance standards, reviewing and evaluating performance and conducting formal performance reviews on an ongoing basis.

Assesses staff training and development needs, and ensures that employees receive training required to improve and sustain successful performance.

Investigates, addresses and resolves employee/labour relations issues, including disciplinary matters. Makes decisions or effective recommendations on matters involving possible discipline, discharge and probationary termination.

#### REQUIRED QUALIFICATIONS:

Undergraduate degree. A Masters degree would be considered an asset.

A minimum of 3-5 years of managerial experience specifically in the areas of budget development, program development, and human resource management. Working in a post-secondary setting would be an asset.

Must have demonstrable Indigenous citizenship and connection to an Indigenous community.

Strong knowledge of Indigenous culture(s), practices, and communication styles.

Comprehensive knowledge of Indigenous histories, traditions, knowledge systems, and contemporary issues, as well as experience in implementing complex initiatives related to Indigenous education.

Extensive Indigenous community development or partnership building experience.

Demonstrated professional experience or academic work in student affairs, student development, education, or a related field.

Consideration will be given to an equivalent combination of education and experience.

#### SPECIAL SKILLS:

Exceptional communication, diplomacy, and interpersonal skills and abilities to establish credibility, influence outcomes and win cooperation from a variety of audiences.

Direct, in-depth understanding of Indigenous communities.

Known for political savvy and ability to work collaboratively and respectfully with key stakeholders both internally and externally.

Able to demonstrate tact and discretion, maturity and good judgement, and the ability to deal with sensitive issues in a professional manner.

Interest and demonstrated skills in program development and enhancement, including the initiation, fostering and preparation of funding proposals.

Ability to analyze complex situations and determine appropriate course of action to reach a resolution, using advanced analytical and problem-solving skills.

Strong mentor comfortable providing support, advocacy, and counseling to Indigenous students.

Able to communicate sensitive and complex information to a wide variety of audiences.

A leader with existing networks within various Indigenous communities and the ability to foster strong community support for Indigenous initiatives at Queen's.

Leadership ability and sound professional judgement.

A successful track record in managing complex programs and initiatives, and the ability to meet strategic, financial, and operational goals.

Excellent project management and planning skills.

**DECISION MAKING:**

Determines recommendations and implementation strategies for the development and continuous improvement of programs or creation of new programs to meet the University's strategic goals.

Decisions regarding the programming of social, cultural and educational opportunities at the FDISC and within the University community.

Maintains knowledge of and experience with the academic mission and systems of the University to determine how best to integrate and align FDISC priorities within the University strategic plan and objectives.

Decisions regarding best strategies to approaching and educating the university community with respect to Indigenous student issues.

Determines when exceptions to policies and regulations are appropriate based on individual student situations and advocates on behalf of students for appropriate resolution of issues.

Makes decisions regarding budgetary planning and expenditures.

Evaluates job candidates and makes effective recommendations on suitable hires.

Makes decisions and/or effective recommendations regarding transfers and promotions.

Evaluates employee performance and decides on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations.

Assesses investigation outcome of grievances and makes effective recommendations on appropriate course of action or next steps on grievances.

Makes effective recommendations on level of discipline up to discharge and probationary termination.

Assesses investigation outcome of grievances and makes effective recommendations on appropriate course of action or next steps on grievances.

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