

Posting #24-141EM

Manager of Indigenous Initiatives Office of Indigenous Initiatives Regular, Full-time

Purpose

The University of Northern British Columbia (UNBC) is seeking a dynamic and experienced Manager of Indigenous Initiatives to oversee the operations of the Office of Indigenous Initiatives (OII). This leadership position reports to and is supported by the Associate Vice-President, Indigenous, and works collaboratively with the Manager of Indigenous Student Empowerment, who is responsible for the operations of the UNBC First Nations Centre (FNC).

The Manager of Indigenous Initiatives will play a pivotal role in advancing Indigenous education, engagement, and community partnerships at UNBC and across Northern British Columbia. The focus will be on Indigenous programs, services, and initiatives that enhance the post-secondary education experiences and outcomes of Indigenous learners at UNBC.

Both the Manager of Indigenous Initiatives and the Manager of Indigenous Student Empowerment will collaboratively supervise the OII's Office Administrative Assistant.

The Manager of Indigenous Initiatives will be required to travel and work remotely approximately 30% of each academic year once planned positions have been filled. Travel to UNBC's regional campuses and meaningful engagement with Northern BC's Indigenous Nations is of critical importance.

Responsibilities

Duties include but are not limited to:

- Leading the daily operations of the Office of Indigenous Initiatives (OII), ensuring that all activities align with UNBC's strategic goals and reflect a deep commitment to fostering strong, respectful relationships with Indigenous communities;
- Collaborating with the Manager of Indigenous Student Empowerment and other university departments to support Indigenous students, faculty, and staff;
- Developing and implementing programs and initiatives that promote Indigenous knowledge, culture, and perspectives within the university community;
- Building and maintaining strong relationships with Indigenous communities, organizations, and stakeholders to foster collaboration and mutual support;
- Providing supervision, guidance, support, and professional development opportunities for CUPE Local 3799 and student staff;
- Managing the budget and financial operations of the Office of Indigenous Initiatives;
- Coordinating and leading events, workshops, and cultural activities that enhance the visibility and impact of Indigenous initiatives at UNBC;
- Supporting the Associate Vice-President, Indigenous in strategic planning, policy development, and reporting on Indigenous initiatives;
- Advocating for Indigenous students and staff within the university, ensuring their needs and voices are represented in decision-making processes;



- Monitoring and evaluating the effectiveness of programs and initiatives, making recommendations for improvement as needed; and
- Collaborating with the Manager of Indigenous Student Empowerment to deliver the S.A.G.E. (Supporting Aboriginal Graduate Enhancement) program and establish further programming through the new FNC Research Studio.

Qualifications

The successful candidate will possess the following:

- Minimum of a master's degree in a relevant field, demonstrated experience with graduate & post-graduate level research environments;
- A minimum of 3 years progressive experience working within a Canadian university or college, with a focus on Indigenous initiatives, or related areas such as Indigenous graduate research;
- Strong understanding of Indigenous cultures, histories, and contemporary issues, particularly within the Canadian context;
- Proven leadership and management skills, with experience supervising staff and managing budgets;
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups;
- Experience in program development, implementation, and evaluation;
- Ability to build and maintain strong respectful and reciprocal relationships with Indigenous communities and organizations; and
- Knowledge of university policies, procedures, and governance structures is an asset.

Preferred Qualifications:

- Experience working directly with Indigenous students and their communities;
- Embodying work with Indigenous elders and other knowledge keepers as a respectful & reciprocal way of being;
- Familiarity with the University of Northern British Columbia's academic and administrative environment;
- Demonstrated commitment to equity, diversity, and inclusion in higher education; and
- Ability to seek solutions when and if service gaps are identified and bring together others who can create the solution.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$80,000.00 to \$86,000.00

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity



The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number **#24-141EM** in the subject line to:



Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 26, 2024. Applications will be accepted until the position is filled.

