



Associate Director, Indigenous Student Success

James Admin. Bldg.

Posted 3 Days Ago

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Full time

JR0000006071

Position Summary:

The Associate Director will provide strategic leadership in enabling Indigenous student success and retention through relevant planning, policy development, programming, and overall responsibility for Indigenous Student Affairs at McGill.

Primary Responsibilities:

- Serve as the Senior Advisor to the Interim Director in prioritizing Indigenous Initiatives-Office of the Provost & Vice Principal (Academic) (II-OPVPA) activities and analyzing processes that bear on the delivery of support services for Indigenous students across the University (i.e. programs and services, administrative issues) and recommend required actions.
- Assume primary responsibility for the development and implementation of Indigenous student-related policies and new initiatives that support McGill's strategic direction in connection with Indigenous student success.
- In close partnership with Student Services:
 - Play a primary role in the relationship between II-OPVPA and other internal units and faculties and Indigenous communities and organizations to support Indigenous student success.
 - Develop and adjust services and programming for In-

About Us



Located in one of the world's great multicultural and multilingual cities, McGill University is internationally recognized for its excellence as a leading institution of higher education and research. For nearly 200 years, through the work of dedicated people, McGill has been breaking ground in diverse fields and contributing solutions to some of the world's most significant issues. McGillians are proud to be part of a community that is both global and local, inspired by challenge and committed to shaping a better



success.

- Develop student-related internal and external communication strategies (e.g. Indigenous communities, peer institutions, governments, etc.) ensuring that all published materials (in print or electronic) meet Student Services and II-OPVPA standards.
- Ensure that the student-related portion of II-OPVPA and First Peoples' House (FPH) websites are developed and maintained. Lead in the selection of tools to use related to social media.
- Authorize and approve expenditures, ensuring compliance with the University and departmental budget policies and financial procedures. Prepare appropriate reporting and year-end financial documentation.
- Oversee the human resources and manage staff for First Peoples' House.
- Oversee and participate in the planning of large meetings, conferences and special events related to the Indigenous student success.
- Compile statistics, complete questionnaires and surveys for inclusion in reports.
- Attend senior level meetings and represent the unit at internal and external meetings.

Other Qualifying Skills and/or Abilities

- Demonstrated strategic and leadership skills and track record for creating and sustaining effective staff teams and positive work environments
- Significant experience working with Indigenous communities and strong cultural knowledge is an asset.
- Experience working with members of a senior leadership team working on organization-wide committees and collaboratively with multiple stakeholders.
- Experience leading change and cross-portfolio initiatives
- Demonstrated track record of taking initiative, team building and leadership capacity to bring together diverse stakeholders and develop efficient teams, lever-

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pable of communicating clearly and effectively at all levels.

- Tactfulness and sensitivity in dealing with matters subject to confidentiality and privacy considerations.
- Strong organizational skills with ability to multi-task, prioritize, work under pressure and to manage multiple projects with specific deadlines.
- Composed under pressure with an ability to cope effectively with change.
- Excellent communication skills, English and French, spoken and written. Ability in one or more of Indigenous language is an asset.

The term 'First Peoples' House' refers to as a community of support for McGill's Indigenous students that goes beyond a physical structure. It is a 'home away from home', in the broader sense throughout the University, where Indigenous students find the necessary support and encouragement to succeed in their studies and remain connected to their culture. That community of support, offered by the University, encompasses all Indigenous students across faculties, undergraduate and graduate, on-campus and in-community.

Minimum Education and Experience:

Bachelor's Degree 5 Years Related Experience /

Annual Salary:

(MPEX Grade 06) \$70,710.00 - \$106,070.00

Hours per Week:

33.75 (Full time)

Supervisor:

Dir Indigenous Initiatives

Position End Date (If applicable):



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mitted to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711.

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