

Employment Opportunity: B.Ed nêhiyaw okiskinamâkêw

The nêhiyaw okiskinamakew Coordinator will be responsible for ensuring the implementation and delivery of this program. Support and direction will be provided by UnBQ; however, they will be expected to exercise considerable initiative and judgement in partnership with the Dean of Indigenous Languages and the Coordinator of the BA in nêhiyawewin in the fulfilment of her/his responsibilities.

Administrative

- Provide regular written reports to the President for presentation to the UnBQ Board of Governors, as requested.
- Potential to oversee and report on fund-raising initiatives and proposal development and submissions.
- Attend and participate in staff and team meetings of the University (via Teams or in-person), as requested.
- Manage and oversee all aspects of the BED in nêhiyaw okiskinamakew program, particularly with regard to stakeholder relationship maintenance, supervisory duties and evaluations of sessional instructors, etc. Must work collaboratively with other Deans and Program Leads, as required.
- Working with the Dean of Indigenous Languages and the BED. In nêhiyawewin coordinator to align scheduling of courses for upcoming session/academic year, as well as collaborating on what courses/instructors are needed, as well as cost-sharing.
- Ensure submission of appropriate information to Assistant Registrar.
- Work with the Registrar's office to maintain student records using UnBQ support services.

Instruction/Service

- Plan, deliver, and implement the delivery of a minimum of two classes;
- Supervise, mentor, and be available to students, advocate for student concerns;
- Ensure the completion of the course outlines, syllabi and student records, assist in assessing preparation, marking, attendance and recording class material;
- Plan, develop, and assist in the planning and development of language program initiatives including conferences, workshops, and symposia, special visits, gatherings, etc.
- Attend local, regional, provincial, or national/international meetings where required/necessary for the program, University, or discipline.
- Assist in fundraising endeavors with the language team

Research

- To pursue and develop research and innovation within own research area, promoting the integration of research and scholarly activities within the university.
- Maintain a record of and contribute to scholarly production at UnBQ that is of external standing.
- Contribute to initiatives which promote relevant knowledge creation and mobilization, including with and by students
- Work with the language team on their networking and curriculum development, aligning initiatives here with best/wise practices.

Qualifications/Required Skills

- Education: Master degree in linguistics
- Fluent and literate in Cree (Plains Cree "Y" dialect)
- Experience in conducting research & proposal writing
- Demonstrates advanced ability to effectively communicate (orally and in writing);
- Utilizes creative problem-solving processes to address challenges;

Posted June 19, 2025

Closing: Until suitable candidate found. Please submit resumes to: Sheila Poitras, Executive Assistant, University nuxet'hot'ine thaa?ehots'
nistameyimâkanak Blue Quills by email sheilap@bluequills.ca. We thank all applicants for their interest, however only those chosen for an interview will be contacted.