



## **Employment Opportunity Director of Programs**

University nuhelot'ine thaityots'j nistameyimâkanak Blue Quills (UnBQ) is currently seeking a Director of Programs, aligning with the vision, mission, and philosophy of the University. As the director of all University/College programs, s/he has the overall responsibility for all aspects of these programs including identifying the needs for such programs, planning, negotiating, and delivery of the programs, and ensuring the success and effectiveness of such programs.

### **Essential duties/responsibilities include but not limited to:**

- Supports and coordinates activities of Program Leads
- Responsible for program oversight and evaluation
- Liaises with Education Directors and/or Post-Secondary Directors to promote and protect the Indigenous Knowledge, practice, and Treaty Right to Education
- Closely monitors the educational needs of the surrounding Nations and facilitates a process by which these needs can be met.
- Work with Programs and Post-secondary institutions to ensure that curricula meet the needs of Blue Quills students.
- Assists in Negotiating for adequate funding of Blue Quills post-secondary programs. In this case, submit proposals and budgets; and
- Works with the HR Committee and Program Leads to select, support, and appraise staff.
- Works towards maintaining the integrity of Indigenous accreditation within Blue Quills.
- Submitting proposals, briefs, and reports as required.
- Serving off-campus programs with respective institutions.
- Serves as liaison officer with accrediting agencies which evaluate academic programs

### **Required Education & Qualifications:**

- Graduate Degree Required
- Minimum five years of experience in the related field.
- Possess excellent communication skills; both written and verbal.
- Demonstrate leadership qualities; mentoring, facilitating, decision-making, and delegation of responsibilities.
- Strong organization, time-management, research, interpersonal and team skills.
- Possess initiative, self-motivation, creativity and imagination.
- Good computer skills in MS Office and Internet use
- Valid class 5 drivers and ability to travel when needed
- Preference will be given to candidates with extensive lived experience working with Indigenous Peoples, knowledge, language and cultural practices.

**Posted: April 12, 2019**

**How to Apply:** Please submit resume to Sheila Poitras, at [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca) or fax 780-645 5215. This is an open competition until a suitable candidate is found. Only applicants selected for interviews will be contacted.