



EMPLOYMENT OPPORTUNITY

Assistant director

No. K20-04

**KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS,
BUT OPEN TO ALL!**

At Kiuna, our objective is to democratize access to post-secondary education for First Nations members. Our college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

Job title: Assistant director

Employment status: Full-time

Workplace: Kiuna Institution

Start date: Summer 2020

Priority hiring: Kiuna applies positive action measures to promote hiring First Nations and Indigenous candidates. This position is reserved for the groups identified below.

Annual salary: Between \$65,115 and \$92,679, according to Kiuna's salary scale

Job description

Under the supervision of Kiuna's associate director, the assistant director participates in coordinating, developing and improving the college's services pursuant to assigned mandates. The assistant director contributes to the college's outreach by promoting its mission which is to shape competent First Nations citizens in their respective fields, proud inheritors of their culture, socially responsible, open to the world and concerned for the well-being of their communities. The assistant director is especially involved in student services, strategic planning, and operational management, and is in charge of human resource management.

Requirements

- Undergraduate degree in an appropriate discipline, namely education or administration, or in a related field.
- Five years of relevant experience in education, two of which with First Nations.
- Oral and written proficiency in English and French. Knowledge of an Indigenous language is considered an asset.
- Knowledge of the field of education, specifically post-secondary education as well as characteristics unique to Indigenous communities.
- Thorough knowledge of First Nations from being a community member or from having worked in a First Nations community.

Working conditions

We offer competitive working conditions: pension fund, flexible cultural holidays, three weeks' annual vacation, sick leave, opportunity to telework, work schedule options, summer schedule, etc.

Application deadline: 4:00 p.m. July 17, 2020

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC-member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

To apply, please e-mail your application to applications@kiuna-college.com

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

**TO SEE ALL THE JOB OFFERS POSTED BY KIUNA, THE FNEC AND OTHER FIRST NATIONS ORGANIZATIONS,
VISIT OUR [JOB BANK \(ge.cepn-fnec.com\)](http://ge.cepn-fnec.com)**