



EMPLOYMENT OPPORTUNITY

No. K20-05

Organizational and educational development coordinator and registrar

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: Organizational and educational development coordinator and registrar

Employment status: Full-time

Workplace: Kiuna Institution

Start date: Summer 2020

Annual salary: Between \$58,701 and \$83,550, according to Kiuna's salary scale

Job description

Under the supervision of Kiuna's associate director, the organizational and educational development coordinator plans, organizes, leads, monitors and evaluates operations and resources related to programs and educational research and development. As registrar, the incumbent coordinates, supervises, and evaluates operations and resources related to admissions, academic pathways and certification, and system management for regular instruction and continuing education. The incumbent manages the operations and resources related to system development, graduation, data transmission, support, professional development and information security.

Requirements

- Undergraduate degree in education or a related field.
- Five years of relevant experience in post-secondary education, two of which in management.
- 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.
- A graduate degree, training in education or teaching experience at the college level is considered an additional asset.

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)**