

KENJGEWIN TEG IS SEEKING TO EXPAND ITS TEAM! DEAN OF POST-SECONDARY EDUCATION (PSE) AND TRAINING FULL TIME POSITION

As one of nine recognized Indigenous Institutes in the province of Ontario, the organization is seeking to recruit dynamic individuals who are compassionate and committed to supporting students through lifelong learning as offered through the Pathways and Post-secondary Education and Training programs.

Kenjgewin Teg is strongly committed to continually striving to expand the diversity of post-secondary programs offered to meet the learning needs of its learners! The Dean of Post-Secondary Education (PSE) and Training will act as an academic leader to provide operational oversight of the ongoing development and delivery of academic programming while supporting the Post-Secondary Education and Training team and positively promoting the organization in the education sector.

Dean of Post-Secondary Education and Training:

Salary Range: Manager M3 Program Head – Salary Grade Band L/Qualified Level (\$65,838 – 73,153 – 80,468)

The Dean of Post-Secondary Education (PSE) and Training will report directly to the Vice-President of Lifelong Learning and will be responsible to provide strategic leadership and supervision of post-secondary programs in collaboration with employees and external partners, ensuring all students and community are provided with education and support services in a welcoming learning environment. The Dean of PSE and Training will also ensure an organizational-wide marketing strategy that ensures the organization is represented in a consistent, professional manner through policies and guidelines.

The Dean of PSE and Training will be primarily responsible to provide leadership to the Post-Secondary Education and Training team, effectively monitor and manage post-secondary and training programs, collaboration and network with external partners and lead and monitor a recruitment strategy for all post-secondary education programs and supported activities.

Qualifications:

- Possess an undergraduate degree in education or business
- Minimum of four (4) years of management experience in an adult learning environment, preferably in the Indigenous education sector

Job Knowledge and Skill:

- Familiar with ACCPAC accounting software and accounting management
- Ability to write and format moderately complex correspondence, including memos, letters, proposals and reports
- Experience in writing proposals and reports
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, and reports
- Strong time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision
- Intermediate – Advanced knowledge of Microsoft Office (Outlook, Word, Excel, Power Point)
- Facilitation experience is an asset
- Ability to maintain filing systems and databases
- Must possess a valid driver's license, have access to a vehicle, and be willing to travel as required
- Must have an appreciation of the Anishinabek culture, principles, values, language, history and customs; and be supportive of Anishinabek practices, language revitalization and protocols

Deadline: Monday, October 5, 2020 at 12 noon

To learn more about this employment opportunity, please contact the Director of Operations at 705-377-4342.

Interested individuals can send a complete application package that consists of:

Cover letter, a detailed resume, three (3) current (within one year) letters of reference, two of which must be professional on organizational letterhead and authored by direct supervisor, and written permission to contact references. Please note that reference letters that are not dated within one year will not be accepted as part of the application package.

Please note that the successful candidate will be required to provide a current Vulnerable Sector Check.

Applications can be received marked confidential either through mail or fax only to:

Kenjgewin Teg – Corporate Services
“Dean of Post-Secondary Education (PSE) and Training”
c/o Director of Operations
374 Hwy. 551, P.O. Box 328, M'Chigeeng First Nation, ON P0P 1G0
Tel: 705-377-4342 Fax: 705-377-4379

Please note: Kenjgewin Teg has taken steps to ensure that the organization is inclusive and partnership with the school community. This includes the shared practice of First Nation tradition of smudging.

Please note: Kenjgewin Teg's Fitness for Duty Program is implemented which is designed to promote the development and maintenance of the highest possible levels of worker health and safety in an efficient and productive workplace.

Please note: Late applications will not be considered. While we thank all applicants, only those applicants selected for an interview will be contacted. Personal information contained in applications will be used for recruitment purposes.