



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE: Director Indigenous Academic Resource Centre & Shingwauk Residential School Centre

DEPARTMENT: Anishinaabe Initiatives

POSITION STATUS: Permanent, Full-Time, Non-Union

SUPERVISION EXERCISED: Manager - Community Relations, Training and Development, IARC
Student Advisor, IARC
Community and Cultural Events, IARC
Researcher/Curator SRSC
Digital Archives Technician SRSC
Community Access Assistant SRSC

SUPERVISION RECEIVED: Vice President Nyaagaaniid Anishinaabe Initiatives, Equity, Student Success

JOB SUMMARY

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| A. Anishinaabe Initiatives | (30%) |
| B. Direct the Shingwauk Residential Schools Centre | (30%) |
| C. Direct the development and preservation of the SRSC collections | (30%) |
| D. Other | (10%) |

The unique and specialized position Director, Indigenous Academic Resource Centre, Shingwauk Residential Schools Centre (SRSC) reports to the Vice President Nyaagaaniid Student Success, Equity, Anishinaabe Initiatives on all day-to-day matters as an employee of the University, and to the SRSC Heritage Committee (HC) with regard to SRSC Direction and operations, as described in the Partnership Agreement. Performance reviews will be conducted by the VP Nyaagaaniid in consultation with the Heritage Committee and the Children of Shingwauk Alumni Association Executive.

In support of Algoma University's special mission to "cultivate cross-cultural learning between Aboriginal communities and other communities, in keeping with the history of Algoma University College and its geographic site", the Director will:

- Work with administration, faculty, staff and students to promote understanding of the special mission particularly as it relates to the residential school legacy, through SRSC activities, facilitate and assist with relevant initiatives in support of the special mission;
- Support the identification and pursuit of funding opportunities to assist the advancement of these initiatives.



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In support of the “sharing, healing and learning” mission of the Shingwauk Residential Schools Centre, the Director will:

- Direct and facilitate the activities of the SRSC;
- Actively seek funding to support the activities of the SRSC; and
- Assume overall responsibility for the SRSC archival collections, working in close collaboration with the University Librarian, who represents the University on the Heritage Committee,
- assure culturally safe services, programming, liaison and outreach of the Centre.

RESPONSIBILITIES

A. Anishinaabe Initiatives

- To lead and advance strategic priorities with respect to Algoma University’s Special Mission, commitment to the Calls to Action and the SRSC
- Supervision of the Indigenous Academic Resource Centre, its staff, the SRSC and its staff
- Budget development and management
- As a member in good standing represent Algoma University on internal and external committees, working groups, and other initiatives
- Provide guidance and advisement to the University through the Nyaagaaniid on matters relating to the Indigenous Academic Resource Centre, SRSC , and its archives
- Provide oversight and leadership of the creation of relevant teaching and learning materials and opportunities for academic and community delivery and facilitation
- Lead the creation and implementation of an Indigenous recruitment and retention strategy within the Indigenous Academic Resource Centre promoting cross cultural learning, addressing the Calls to Action, creating pathways from community based delivery, micro-credential training and community engagement
- Provide guidance to and facilitation of cultural welcoming and other ceremonies for students, staff, faculty, administration and visitors to the University and SRSC
- Maintain the University’s positive working relationships with the Children of Shingwauk Alumni Association;
- Create opportunities for collaboration with university faculty to develop cross-cultural curricula for integrating the Centre’s work into the University’s overall curriculum as per the Institutional Plan, charter mandate and Muqkwa Waakaigan
- Create strategic alliances to facilitate formal cross-cultural academic planning processes at departmental and faculty levels through the University Senate;
- Collaborate with university staff and faculty to plan and coordinate events as appropriate;
- Research, pursue and assist in securing funding for SRSC / IARC, and Cross-Cultural related activities.



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- Lead and direct community outreach, partnerships and collaborations with respect to the Special Mission and Calls to Action

Outcomes

- Under the direction of the Nyaagaaniid and in collaboration with internal stakeholders, the incumbent leads the University to fulfilling its special mission and meeting SRSC-related targets in the Institutional Plan and the Strategic Mandate Agreement;
- The role successfully contributes to building and maintaining strong partnerships between Algoma University, the Children of Shingwauk Alumni, Shingwauk Residential School Centre and other partners;
- Algoma University faculty and students are increasingly involved with projects and research involving the Shingwauk Residential School Centre and partnerships with Indigenous communities and organizations.

B. Direct the Shingwauk Residential Schools Centre

- Management and oversight of the day to day operations of the SRSC including the supervision of staff, resource management and planning;
- Lead the creation of a multi-year SRSC business plan and strategic directives
- Explore and establish new opportunities for research, outreach, education, and awareness initiatives that serve the “sharing, healing and learning” mandate of the Centre;
- Create and/or maintain relationships with Residential School Survivors, Elders, groups and organizations, researchers, educators, students, allied communities and as appropriate related religious, government and non-for-profit organizations;
- Promote the SRSC and the University as leaders in reconciliation locally, regionally, nationally and internationally as detailed in Muqkwa Waakaaigan;
- Address fundraising and in-kind needs of SRSC through projects/grant acquisition, administration and implementation;
- Explore, develop and submit research grant applications to appropriate agencies to support the research, outreach, education and issue awareness initiatives;
- Work with internal and external partners to secure non-research funding to sustain the Centre’s operations;
- Provide advisement to and support the wellbeing of Indian Residential Schools (IRS) students, families and communities;
- Advise and assist the Children of Shingwauk Alumni Association as needed;
- Act as the Secretary to the Heritage Committee;
- Create opportunities for the recruitment and hiring of research assistants.

Outcomes

- The SRSC is well-managed, with strategic focus and identified metrics as it grows in scope, depth and significance;



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- The Children of Shingwauk Alumni Association is assisted in meeting its strategic goals through the activities of the SRSC;
- a sustainable business plan guides the SRSC to pursue its objectives meeting revenue and other identified targets.

C. Direct the development and preservation of the SRSC collections

- Collaborate with archives staff and the university library to maintain and develop Indian Residential Schools and related Indigenous collections (including the Aboriginal Healing Foundation Legacy Collection), as well as resources and artifacts of the Centre;
- Develop and maintain digital and archival resources (including web sites) for On-line/Interactive and On-site/Off-site formal/informal research and education;
- Oversee the production and distribution of relevant publications, books, brochures, displays, pamphlets, power point, video and tour materials etc.;
- Develop and deliver Centre On-site and Off-site programming – curriculum-based and other, campus wide and community-based, locally and beyond with strategic focus and measured outcomes.

The position will oversee many of the education and training initiatives within Mukqua Waakaa'igan, Shingwauk Residential School Centre and collaborate across numerous departments and campuses. This includes the development of core training, targeted professional and executive training, connected to the Special Mission.

Outcomes

- The SRSC Archival and Library Collection is accessible through various mediums and formats, is well managed, documents are preserved in optimum conditions, and the archival material is easily accessible by the public;
- The SRSC Archival and Library Collection is recognized as a national and international resource of significance;
- Public awareness and use of the archival and library collections expands and includes formalized agreements with school boards, educational institutions, research bodies and other entities.

D. Other

- The position may also be called upon by the Nyaagganiid and/or by the Heritage Committee to undertake special assignments from time to time.

Outcomes

- The role successfully contributes to the realization of the Shingwauk Vision shared by the Children of Shingwauk Alumni Association, Algoma University, and the Shingwauk Residential School Centre, and as defined in relation to the IRS Legacy specifically in the CSAA/AU Strategic Partnership Plan (through the



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Partnership Table, the Heritage Committee, and the role of the SRSC in the Strategic Plan).

REQUIRED MANAGEMENT SKILLS:

- Functions in accordance with established University policies and procedures, relevant legislation and government policies and regulatory authorities;
- Demonstrates individual and collective responsibility in the planning and implementation of strategic directions and outcomes, as relevant, within the University Strategic Plan;
- Contributes to the overall financial viability of the institution;
- Proudly promotes and embraces the mission and vision of the University;
- Demonstrates prudent and appropriate Human Resource management, recognizing the value of people and effectively carrying out the responsibilities under relevant CA's and/or contractual obligations;
- Demonstrates innovation and creativity in solving departmental, interdepartmental, and institutional issues related to the role;
- Maintains and continues to develop appropriate professional competencies, contacts and skills;
- Provides leadership, training, coaching and organization skills to motivate and retain staff in providing excellent service and productivity;
- Practices appropriate due diligence and effective risk management techniques to safeguard the people, university assets, and institutional reputation/profile;
- Contributes to the senior administrative team providing leadership and accountability in areas of responsibility as outlined in the summary above.

WORKING CONDITIONS:

- **Physical Effort Required** (*minimal*)
 - Sitting (extended periods), standing (while presenting), walking (minimal), bending, lifting (15 lbs), keyboarding (considerable time).
- **Physical Environment** (*minimal*)
 - Minimal exposure to noise, odours and difficult clients.
- **Sensory Attention** (*considerable*)
 - Attention to detail, multi-tasking, high-paced and deadline driven, work efficiently with distractions and interruptions.
- **Mental Stress** (*moderate*)
 - High paced, deadline driven, high level of responsibility for accuracy of work, working hours can be irregular due to meetings and special functions, working collaboratively, cross-departmentally and cross culturally.



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MINIMUM QUALIFICATIONS:

- A graduate degree with a specialization in subject matter related to the Centre's mandate and objectives, particularly "sharing, healing, and learning" in relation to the legacy of the Residential Schools.
- An expert knowledge and understanding of Anishinaabe (First Nation, Inuit and Métis) history and present day concerns in order to continue "sharing, healing and learning" work addressing the legacy of Residential Schools.
- Substantial experience working professionally in research, education and communications relating to the legacy and impact of Residential Schools.
- Demonstrated ability to manage academic and community based research projects.
- Demonstrated success at fundraising, from both grants and other, non-research oriented sources.
- Proven administrative and supervisory ability, in progressively more responsible positions, as well as relevant professional experience over a period of at least five years.
- Teaching/lecturing experience, particularly in the subject matter related to the Centre's mandate and objectives, including "sharing, healing and learning" in relation to the legacy of Residential Schools.
- Training, experience and demonstrated knowledge with developments in higher education and with the issues facing post-secondary institutions, and demonstrated broad understanding of the role of the academic research community.
- Excellent leadership, oral and written communication and presentations skills.
- Training and experience in providing training, coaching and organization skills to motivate and retain staff in providing excellent service and productivity.
- A high degree of computer literacy, including knowledge of, and experience with, a variety of computer-based information systems including but not limited to document management systems.
- Demonstrated drive and capacity to work independently with a minimum of direction, as well as collegially, providing leadership where necessary, in groups.

START: ASAP

Please send a resume and cover letter (Combined PDF) to careers@algomau.ca by May 10, 2021 at 4:00 PM

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals, including from groups that are traditionally



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underrepresented in employment, who may contribute to further diversification of our Institution. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate, as a condition of employment, will be required to provide a Vulnerable Sector Police Records Check.