



Lead for Indigenous Achievement & Outreach

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The opportunity:

- Lead for Indigenous Achievement & Outreach - Administrative Assistant 3 (AESES)
- New Budget-Funded Continuing Full-Time
- 35.00 hours/week, Monday to Friday, 8:30 am to 4:30 pm, with occasional evening and weekend work as required.
- Salary Range: \$30.31 - \$42.71 per hour (\$55,164.20 - \$77,732.20 per annum)
- Proposed Start Date: August 28, 2023
- Trial/Probation Period: 840.00 work hours.

For more information, please contact: Jennifer Palichuk Jennifer.palichuk@umanitoba.ca

The qualifications and experience we're looking for:

MINIMUM FORMAL EDUCATION/TRAINING:

- Undergraduate degree from a recognized post-secondary institution required.
- Graduate level degree preferred.

EXPERIENCE:

- A minimum of 3 years' working in a leadership role at a university, college, or other public serving organizations required.
 - A minimum of 3 years working with Indigenous Elders and/or Knowledge Keepers preferred.
 - Proven experience working within the Indigenous communities with culturally respectful protocols required.
 - Experience supporting students and/or student-athletes in their academic and extracurricular pursuits preferred.
 - Leading strategic planning and community engagement bodies preferred.
 - Experience employing Indigenous ways of knowing into administrative activities preferred.
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- Track record of working with Indigenous community governance and facilitating Indigenous community programming preferred.
- Experience working with volunteers preferred.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Excellent written and oral communication skills and be able to work effectively with culturally diverse youth, university students, Elders, Indigenous Communities and Community Organizations required.
- Strong intercultural and interpersonal communication including diplomacy and conflict resolution required.
- Proficiency with Microsoft Office Suite products required.
- Project management and administration skills required.
- Demonstrated ability to work in close collaboration and partnership with practitioners, academic and administrative colleagues, students, alumni, Elder and community partners required.
- Ability to work independently on strategic priorities for the faculty in support of Indigenous Achievement and Reconciliation required.
- Ability to work collaboratively on community projects required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

OTHER JOB RELATED QUALIFICATIONS:

- Demonstrated scholarly knowledge related to Indigenous Community sport development, Indigenous research, and Indigenous education.

Why the University of Manitoba?

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's recruitment site, UM Careers:

https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=28041.

Closing Date: August 6, 2023



Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

