

TERMS OF REFERENCE

DIRECTOR

Position Summary

Under the general supervision of the Chief Executive Officer and reporting directly to the Board of Directors of Yellowquill University College (YQUC), the Director of Yellowquill University College shall provide administrative and management functions as they pertain to the overall operations of YQUC.

GOVERNANCE

- Meet with the Board of Directors as scheduled
- Submit reports to the Board of Directors as scheduled
- Submit written Annual Report
- Update and review the Directors responsibility on a yearly basis
- Review governance structure to ensure true representation of students and make necessary changes

LEADERSHIP

- Provide leadership and direction to YQUC staff
- Ensure confidentiality is maintained at all times
- Initiate general staff meeting
- Ensure Assistant Director, if applicable, is aware of their roles and responsibilities
- Complete annual staff appraisals; monitor staff performance to ensure quality professional service
- Effectively address any employee issues that may arise relative to performance, attendance, training and human relationships
- Provide a safe working environment for employees, students and visitors

COMMUNICATION AND PARTNERSHIPS

- Liaise with First Nation Leadership, Program Managers and Education or Training Directors from First Nation communities in the development of community-based programming
- Liaise with professional sectors regarding training initiatives for on-campus training/educational development and form required partnerships
- Work with Provincial and Federal Departments in areas of training/education
- Build relationships with other educational institutions and training institutions

ACADEMIC/PROGRAM DEVELOPMENT (IN CONSULTATION WITH PROGRAM COORDINATORS)

- Supervise program and curriculum development; maintain high levels of quality assurance
- Provide assistance and advice in community-based program planning and implementation
- Review and evaluate instruction and curriculum
- Ensure maintenance of academic standards
- Ensure that class timetables and teaching assignments are completed prior to beginning of academic year
- Ensure there are enough classrooms and offices/work spaces for staff
- Respond to and assist with community-based program planning and implementation
- Respond to all inquiries regarding training initiatives from communities, other institutions or organizations

FINANCE

- Ensure there is a yearly operational budget developed and maintained
- Ensure that all reporting requirements are met in accordance with government specifications and requirements
- Prepare and submit proposals to federal and provincial organizations for funding in support of program development and delivery
- Work towards financial sustainability
- Develop and implement a fund raising plan
- Ensure leases for 480 Madison and Unit 500 – 1300 Ellice Ave are active and approved

INSTITUTION DEVELOPMENT

- Develop, in cooperation with relevant programs areas, and deliver new training initiatives to increase enrollment
- Develop and deliver more University programs which focus on the needs of First Nation communities and people
- Develop true partnerships with other educational institutes to foster transfers of courses from one institution to another
- Ensure the maintenance of the Accreditation process
- Ensure a solid working relationship is established with the Province of Manitoba's Department of Education – recognition as a First Nation Post-secondary Institute and Teacher Certification
- Ensure the PSPP process is followed for funding academic initiatives
- Ensure that a relevant Governing structure is in place
- Ensure that YQUC is regarded as an equitable institutions on all fronts: funding, programming, staffing

ADMINISTRATIVE

- Prepare a multi-year strategic work plan and ensure an annual review process
- Ensure all reports required and/or requested are executed in a timely and appropriate fashion
- Ensure all contractual agreements are reviewed, discussed, and signed in a timely and appropriate fashion
- Ensure that required staff is in place so as not to hinder curriculum delivery and seek funding for positions as required
- Ensure proper execution and authorization of all forms and requests required as they relate to staff and administration
- Assist in the hiring of new staff by participating in the screening, interviewing, and orientation process and by arranging for community representation at selection boards
- Supervise instructional and support staff ensuring duties are performed in accordance with job descriptions and in a professional manner

Formal Education and Experience

- Masters of Education, PhD preferred
- Manitoba Teaching Certificate
- School Administrator's Certificate would be an asset
- Minimum 5 years' experience within a post-secondary institution
- Minimum 3 years' experience within a senior administrative role
- Experience in educational administration and management
- Experience in program planning and implementation at the post-secondary level

OTHER KEY SKILLS/KNOWLEDGE

- Knowledge of First Nations Culture
- Knowledge of DOTC programs and services
- Knowledge of post-secondary education planning
- Attention to detail and strong interpersonal skills
- Excellent organizational and time management
- Proven oral and written communication skills
- Skilled in financial management as well as all aspects of the budgeting process and cycle
- Strong ability to independently solve problems
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Awareness of confidentiality when working with student or staff records
- Acceptable background check information
- Must be able to travel within the region
- Proficient in Microsoft Office and strong computer skills

OTHER DUTIES AS ASSIGNED

- Assist with other duties that the Board of Directors and the CEO deem necessary

Please forward resume and cover letter to:

Erica Nicholson, Human Resource Officer
Dakota Ojibway Tribal Council
Email: humanresource@dotc.mb.ca