



# EMPLOYMENT OPPORTUNITY

No. K24-05-IEEA

External Posting

## MANAGEMENT POSITION

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.

**Employment status:** Full-time

Hours/week: 36,25 winter / 32 summer

**Workplace:** Kiuna Institution, 1205 Marie-Victorin Route, Odanak

**Employment travel:** Occasional travel required

**Start date:** As soon as possible

**Annual salary:** Between \$71 062 and \$94 358 according to FNEC and Kiuna's salary scale

#### **Job description**

Our team is looking for an Organization and Pedagogical Development Coordinator and Registrar for our college study center. Reporting to the Director of the Kiuna Institution, the incumbent will:

- Plan, organize, direct, control and evaluate all activities and resources associated with his/her sector, and sit on the Institution's internal management committee.
- Manage human resources its sector (teachers, pedagogical advisors, academic organization technician).
- Advise management on all matters falling within his or her areas of responsibility and expertise, and lead development projects.
- As Registrar, he/she supervises the Academic Organisational Technician and coordinates registrar functions in admissions, student enrolment and academic progress, and manages academic sanctions, the regular and adult education pedagogical system, activities, as well as transmitting student files to the MÉS and all matters related to graduation. He/she also chairs the Studies Committee and acts as its secretary.
- Represents the Institution on internal and external committees and organizations related to its sector.

#### **Requirements**

- Have an undergraduate degree in an appropriate discipline.
- Demonstrated experience in a managerial position, as well as managerial and decision-making skills.
- A graduate degree, training in pedagogy or teaching experience at a college level would be an additional asset.
- Oral and written proficiency in the two languages officially recognized by the Government of Canada.
- Knowledge of an indigenous language is an asset.

#### **Work conditions**

We offer competitive work conditions: pension plan, paid vacation on Christmas Holidays, flexible cultural holidays, three weeks annual vacation, sick leave, work schedule options, summer schedule, residences available at walking distance, transportation available, etc.

#### **Ongoing Posting**

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 [emplois@kiuna.ca](mailto:emplois@kiuna.ca)

We thank all applicants for their interest, however 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)**