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Assistant Director, Indigenous Initiatives

Job Number: 1903453

Faculty / Division: University of Toronto Mississauga

Department: UTM: Office of the Vice-President & Principal

Campus: Mississauga

Description:

The Assistant Director, Indigenous Initiatives provides an essential role in developing and advancing Indigenous-focused strategic planning and initiatives at the University of Toronto Mississauga (UTM) campus. The incumbent reports directly to the UTM Director, Equity, Diversity, & Inclusion, with a dotted reporting line to the Director of the Office of Indigenous Initiatives in the Offices of the Vice-President & Provost and Vice-President, Human Resources & Equity.

The Assistant Director, Indigenous Initiatives is responsible for the administration, coordination, development, and implementation of Indigenous initiatives at UTM. The incumbent is also responsible for overseeing the administration and operations of the Indigenous Centre at the UTM campus.

The incumbent is responsible for leading and/or coordinating both academic and campus initiatives that support the University and UTM's vision, strategic priorities, academic plan, policies, and objectives, including the University's commitments in Answering the Call – Wecheehetowin: Report of the Steering Committee for the University of Toronto's Response to the Truth and Reconciliation Commission of Canada. The Assistant Director, Indigenous Initiatives will also advise, recommend solutions, develop and

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search

implement project plans, and coordinate partnerships to advance Indigenous presence, inclusion, supports, and programming at UTM.

The Assistant Director, Indigenous Initiatives provides direct support to the Director, Equity, Diversity & Inclusion and U of T Office of Indigenous Initiatives in advancing academic and administrative activities that promote Indigenous initiatives that will have UTM, tri-campus, and community impact. The incumbent will engage with Indigenous community members, internal and external, to support activities and build relationships. The role requires collaboration with colleagues to facilitate access to and to promote a genuine sense of belonging at UTM for Indigenous peoples and communities.

The Assistant Director, Indigenous Initiatives will initiate and undertake research on a wide variety of issues and topics; manage projects; consult and interact with faculty, staff, students, Indigenous communities and organizations; provide advice to UTM units; and implement and track the development and/or enhancements of Indigenous initiatives, programs and supports. The role will include working with the appropriate resources and units to enhance the experiences of Indigenous peoples (students, staff, and faculty) and to build capacity on the campus to increase such engagement. As needed, the incumbent will also provide support to Executive members of the portfolio, and ensure ongoing maintenance of the highest level of pro-activity and service for the portfolios of the Equity & Diversity Office, Office of Indigenous Initiatives, Office of the Vice-President & Principal, UTM, and Division of Human Resources & Equity.

The incumbent works in a complex environment that requires a high degree of sensitivity, responsiveness and a need to maintain absolute confidentiality. The role will continue to evolve and the individual must be willing to respond to the given priorities of the day and be willing to work cooperatively in a challenging and dynamic environment.

Qualifications:

(MINIMUM)

Education:

University degree required, professional or post graduate degree (Master's or Ph.D) an asset, or equivalent in education and experience.

Experience:

Minimum 5 years' related experience working within Indigenous (First Nations, Métis, or Inuit) communities/agencies. Experience in working with complex issues experienced by Indigenous peoples, in particular the student experience and experience of employees in the workplace is required. Experience working with Knowledge Keepers, students, staff, and faculty, and an appreciation for the diverse backgrounds and experiences of the University's community. Experience in project management, human resources, and/or community development. Experience working within a post-secondary context is strongly preferred. Familiarity with the University's organizational structure, services, and policies is an asset.

Skills:

Advanced computer skills in Microsoft Office (must be able to set up templates and macros in Word and Excel, set up Excel spreadsheets and graphics, and prepare sophisticated PowerPoint presentations). Experience with budget and project management of initiatives of various scales and complexity. Internet, website content management, Acrobat, scheduling software and familiarity with Microsoft SharePoint an asset.

Other:

Highly developed oral and written communication, research analytical, relationship management and organizational skills. Demonstrated collaborative approach to problem solving. Demonstrated ability to interact and collaborate with individuals at all levels within the University as well as externally, including students, staff, faculty and community partners. High degree of political acuity and judgment; ability to deal with senior University Officers in a manner which facilitates cooperation and consensus building; ability to work independently and as part of a multi-disciplinary team with a high degree of initiative, discretion, and tact; ability to work under pressure; superior organizational skills in planning, project management and task coordination; flexibility and problem solver orientation; and strong leadership capabilities. Must embrace diversity, equity, and inclusion as an integral component of a quality university experience. Ability to produce detailed and comprehensive reports from a large volume of complex information.

Strong knowledge of Indigenous educational issues and of the Truth and Reconciliation Commission Final

committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Report, Royal Commission on Aboriginal Peoples (RCAP), and other resources pertaining to Indigenous communities. Demonstrated relationships with services and agencies within Indigenous communities and/or urban centres and governments. Competence in an Indigenous language a definite asset.

Travel: Limited

Notes:

Preference will be given to candidates who self-identify as Indigenous. Recognizing that there are a variety of terms that potential candidates may use to self-identify, the University uses the term "Indigenous" in this search, which forms part of the U of T Response to Canada's Truth and Reconciliation Commission, to encompass the people of Turtle Island, including those who identify as First Nations, Métis, Inuk (Inuit), Alaska Native, Native American, and Native Hawaiian people.

Employee Group: Professional / Managerial

Appointment Type: Budget - Continuing

Schedule: Full-time

Pay Scale Group and Hiring Rate: PM 4 -- Hiring Zone: \$91,506 - \$106,758 -- Broadband Salary Range: \$91,506 - \$152,510

Job Field: Administration

Job Posting: Aug 7, 2019

Job Closing: Aug 29, 2019, 3:59:00 AM

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