

Indigenous Initiatives Program Manager

Date Posted: 05/18/2022

Req ID: 24322

Faculty/Division: Faculty of Law

Department: Faculty of Law

Campus: St. George (Downtown Toronto)

Position Number: 00052159

Description:

About us:

The Faculty of Law is one of the oldest professional faculties at the University of Toronto. Today, it is one of the world's great law schools. The Faculty's rich academic programs are complemented by its many legal clinics and public interest programs. The Faculty of Law is housed in the elegant, state-of-the-art Jackman Law Building, alongside two historic buildings, Flavelle House and Falconer Hall, on the St. George Campus in downtown Toronto.

Your opportunity:

Under the direction of the Director, Student Programs, the Indigenous Initiatives Program Manager is a member of the Student Life and Student Services teams at the Faculty of Law. The incumbent will manage a range of innovative and responsive initiatives designed to foster the success of prospective and current Indigenous students at the Faculty of Law and deepen the Faculty's knowledge about the impacts of colonialism on Indigenous peoples.

The incumbent will provide support to Indigenous applicants and students regarding program and employment related issues and provide advice on, and lead the implementation of, initiatives at the law school in response to the Truth and Reconciliation Commission of Canada: Calls to Action.

Your responsibilities will include:

- Developing and implementing new programs and initiatives independently
- Building and strengthening relationships with stakeholders and partners of strategic importance
- Planning and overseeing the implementation of an evaluation framework for programs and initiatives

- Implementing plans and process improvements to increase program efficiency
- Overseeing day-to-day operational needs and service delivery requirements of programs
- Ensuring that program policies and procedures are applied consistently and equitably
- Keeping well-informed on University programs, policies and procedures
- Directing the activities of casual staff

Essential Qualifications:

- Bachelor's Degree or acceptable combination of equivalent experience; JD considered highly desirable
- Six to seven years directly related experience in student services and program development
- Experience cultivating and maintaining relationships with all levels of stakeholders (i.e. Indigenous organizations, Elders and Knowledge Keepers, government agencies, alumni, law firms, the Law Society of Ontario and First Nations House)
- Strong understanding of systemic issues facing Indigenous students, indigenous legal issues and other issues facing Indigenous people more generally in Canadian society required
- Demonstrated experience working with students
- Demonstrated experience working with Indigenous peoples
- Experience with the design, implementation and coordination of student programs
- Demonstrated ability to work with a diverse student body and foster sensitivity to issues within the Law school and University community
- Understanding of program policies and procedures and the ability to apply them equitably and consistently
- Excellent communication skills, written and verbal
- Strong organizational skills and ability to manage multiple competing priorities and deadlines
- Well developed judgement and decision making skills
- Demonstrated leadership skills

To be successful in this role you will be:

- Approachable
- Communicator
- Diplomatic
- Multi-tasker
- Organized
- Procedural
- Tactful
- Thoughtful

Closing Date: 06/12/2022, 11:59PM ET

Employee Group: USW

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone:

USW Pay Band 15 -- \$85,159 with an annual step progression to a maximum of \$108,904. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Category: Student Services

Recruiter: Robyn Hunter

Lived Experience Statement

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, person with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

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, LGBTQ2S+ 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 committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

Apply: <https://career17.sapsf.com/careers?company=universi05P4>