

Job Title: Academic nsylxnc Programs Administrator

Job Summary: We are seeking a highly organized Academic nsylxnc Programs Administrator to work under the direction of the Academic Programs Executive Manager (APEM). The Academic nsylxnc Programs Administrator will provide administrative support to the APEM and also provide academic support for faculty and staff of the nsylxnc fluency program (Certificate & Diploma) with the planning and delivery of academic courses. The Academic nsylxnc Programs Administrator will also support the effective coordination of Academic administrative related tasks within the Centre's Post-Secondary Division working closely with the Executive Manager of Academic Programs. The ideal candidate has a master's degree in education administration with and should have excellent communication skills, and the ability to foster a positive work environment.

Employment: Full-time; 35 hrs/week

Key Responsibilities:

- Report and respond to the Academic Programs Executive Manager (APEM) in all communications related to faculty.
- Support APEM in ensuring the timely submission and completions of funding applications and financial reporting including monitoring budgets.
- Support APEM in ensuring the timely completion of course registration processes, invoicing, student tracking, and reporting along with Student Services.
- Support APEM and Education staff to plan, organize and evaluate academic and education programs, plans, faculty, registration and academic records, course calendar, section requests, course requests and related activities of the CENTRE.
- Assist to recommend faculty appointments in cooperation with Arts Culture and Higher Learning Executive Manager and APEM for approval.
- In collaboration with APEM and Education staff, schedule nsylxnc courses, both on-site and on-line, in affiliate institutions, in member communities and outside organizations, which could benefit the CENTRE and its activities.
- As requested, support Executive Managers (AP and ACHL) to work with OIERS Management Board and Education Team Members in activities such as research, program and curriculum development or education policy development.
- Support APEM and Education staff by reviewing student and course data to assess admissions and graduation requirements as requested.
- Provide individualized support and training to nsylxnc program faculty with approvals from APEM.
- Ensure quality assurance controls for course delivery by supporting faculty to develop curriculum activities that support learning outcomes and inform key performance evaluation processes.
- Work closely with education staff to identify and prioritize course materials for development (e.g. nsylxnc Curriculum Coordinator, Community-Based Delivery Coordinators, Instructors and Teaching Assistants).
- Provide support to Community-Based Programs in collaboration with the APEM.

- Support the creation and vetting of syllabi and ensure adherence to curriculum development schedules that satisfy syllabus and instruction requirements prior to course commencements.
- Collaborate with faculty and department heads to identify and meet the research and technical needs of faculty including faculty and CENTRE committees.
- Troubleshoot program delivery barriers and complications with faculty related to classroom tensions, student absenteeism and the need for substitute instruction.
- Provide individualized support and coordinate training for faculty on the use of curriculum hosting technologies (Moodle/Zoom) supported by En'owkin Centre.
- Investigating issues encountered by faculty and (where appropriate) providing solutions or alternatives.
- Maintain accurate records of faculty interactions and the support provided.
- Collaborating with other units/divisions, such as Operations or IT, to ensure comprehensive support for faculty.
- Develop a weekly/regular schedule for meetings (zoom or in-person) with Faculty to provide group/individual support.
- In collaboration with APEM, develop a ProD plan and schedule for post term end, including a faculty development and strategy retreat.
- Develop for approvals- policy guides, classroom checklists, meeting schedules, and Faculty Best Practices, and other documentation that support faculty.
- Develop and institute a general data collections process to determine and/or improve overall NSYL programs effectiveness.
- In collaboration with APEM and ACHL Executive Manager maintain a formal process for student course evaluations.
- Assist faculty with completion of final grade rosters and reports as required.
- Provide individualized tutorials/remedial instructions for students as required.
- Supervise independent or group projects, field placements, or additional trainings as required.
- Support APEM in a variety of management tasks such as budget preparation, and submission of grant and fundraising proposals and applications according to deadline.
- Undertake cultural activities that are a regular function of the En'owkin Centre's Cultural Mandate.
- Performing other duties as assigned by the Academic Programs Executive Manager.

Qualifications:

- Master's degree in education (e.g. Indigenous)
- Bachelor's degree in nsylxcn Indigenous Language Fluency, (e.g. Ts'Kel, Curriculum, Leadership) an asset.
- Minimum of one year's related work experience in nsylxcn language program delivery.
- Teaching experience in post-secondary education considered an asset
- Knowledge of MOODLE, Canvas, Workday and/or other digital learning technologies
- Superior oral and written communication skills
- Excellent interpersonal and student service skills
- Experience working with speakers of Indigenous Languages, Salish language familiarity is an asset.

- Experience working with in a team environment with multiple partners, staff and management teams
- Able to take initiative and anticipate the needs of the unit and address them in collaboration with the academic team
- Able to take direction and complete tasks as assigned
- Proficient with Microsoft Office and other office software applications
- Strong proficiency in nsylxcn
- Strong proficiency in English
- Experience working in and with syilx / Interior Salish communities preferred
- Valid drivers' licence and criminal record check required

Salary / Benefits: \$32.00/ hour (negotiable upon successful completion of probationary period)

Location: Penticton, BC

How to Apply: Please submit your resume and cover letter to: Anna Tonasket, Human Resources Manager at: justicemanager@enowkincentre.ca detailing your relevant experience and qualifications.

About the Organization: the En'owkin Centre is a dynamic institution, which puts into practice the principles of self-determination and the validation of cultural aspirations and

identity. As an Indigenous cultural educational, ecological and creative arts organization, En'owkin plays a lead role in the development and implementation of Indigenous knowledge and systems, both at the community and international levels.

Job posting will remain open until position is filled.

www.enowkincentre.ca