



DAKOTA OJIBWAY TRIBAL COUNCIL – YELLOWQUILL UNIVERSITY COLLEGE EMPLOYMENT OPPORTUNITY

POSITION: DIRECTOR

LOCATION: Yellowquill University College
Winnipeg, MB

CLOSING DATE: open until filled

DIRECTOR – YELLOWQUILL UNIVERSITY COLLEGE

BACKGROUND:

Yellowquill University College (YQUC), A First Nation Institute of Higher Learning, is the only First Nation owned and operated Post-secondary Institute in Manitoba. YQUC was founded by Dakota Ojibway Tribal Council in 1984 and continues to operate under the Governance of the DOTC Council of Chiefs. The student population (approximately 500) comes from all over Manitoba, Eastern Saskatchewan and Northwestern Ontario.

YQUC offers certificate, diploma and degree programs through a variety of learning formats: on-campus, modular, on-line and community based programs. There are currently seven (7) on-campus programs; nine (9) modular programs; one (1) on-line and six (6) community-based programs. YQUC is an Adult Learning Center through the Province and offers the Mature High School Diploma Program; one (1) on campus program and four (4) community-based programs.

YQUC specializes in First Nation Education and Training and all program have been developed and delivered based upon the needs of the First Nation communities and organizations. The curriculum has been developed to reflect the true needs, skills and knowledge required to do a job. YQUC embraces all learners and provides holistic education and training.

YQUC is a fast growing institution with so much potential. YQUC is accredited by the National Indigenous Accreditation Board and the World Indigenous Nations Higher Learning Consortium; the only one in Manitoba. YQUC is currently working through an Institutional Developmental process in partnership with the Manitoba Department of Education and other post-secondary institutions in Manitoba.

POSITION:

DIRECTOR (PRESIDENT)

YQUC's main campus is located in Winnipeg, MB. The main objective is to prepare students to meet today's educational needs while providing an appropriate environment that preserves and enhances culture and tradition.

The Director provides the overall management and direction to the University College (UC) while providing the day-to-day leadership to the staff to ensure that the UC is successful in meeting educational and training needs of the students and clients that it serves. The Director will direct the development of the UC's strategic plan including the identification of annual educational and operational goals required to achieve the strategic plan. Develop and optimize strategic linkages and partnerships with all levels of government, community, education, business and industry educational sectors to secure new educational and training opportunities in a competitive educational marketplace. The Director will position the UC to provide high-quality; sustainable full and part-time post-secondary education and training that meet the needs of students and clients that it serves.

KEY RESPONSIBILITIES:

- Plan, manage, direct, and control College operations including the establishment of the strategic and operational work plan; College mission, values, goals, objectives, success indicators and measures, protocols, directives and guidelines
- Monitor College's direction, delivery, costs, results and oversee College's reporting and evaluation
- Possess highly developed interpersonal and communication skills, with the ability to relate effectively at all levels - students, staff, faculty, board, First Nations communities, government, labour, and the general public
- Leads in the development and making of broad operational decisions concerning the College's infrastructure of human, educational, financial and physical resources required to develop, deliver and support the post-secondary educational courses and programs offered by the College
- Research financial support options, develop proposals, coordinate, and prepare reports
- Have a strong commitment to student success and satisfaction
- Exhibit a critical sense of judgment, strategic thinking and decision making, and possess the ability to discern underlying issues and root problems
- Demonstrate integrity through strong values including promotion of a healthy and respectful workplace and learning environment - a role model for others
- Be a team builder who is passionate about his/her job and the college
- Provide results-orientated financial management and possess well-developed project management and planning skills

QUALIFICATIONS:

- Academic achievement of Bachelors of Education, Master's Degree or PhD preferred
- 5-10 years of Executive level Administration experience
- A proven track record in leadership, operations and administrative management, and an understanding of the challenges facing a post-secondary institution
- Demonstrate a strong background in working with all levels of governments; community, provincial and federal
- Possess a strong understanding and commitment to First Nation education in all fields
- Demonstrated understanding of a learning culture and a record of accomplishment as a teacher
- Experience in developing external relationships and partnerships with business, industry, First Nations, labor and government
- Strong financial background and experience in proposal writing for additional funding
- Strong interpersonal and communication skills
- Strong organizational and time management skills

CONDITIONS OF EMPLOYMENT:

- A satisfactory Criminal Record Check
- Valid Manitoba Driver's License
- Access to a reliable vehicle

Applications MUST include: Cover letter, resume with two (2) letters of reference

Send Applications to:**DAKOTA OJIBWAY TRIBAL COUNCIL**

Attn: Erica Nicholson, Human Resource Officer

Ph: (204) 239-8650 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca