

JOB DESCRIPTION:	Director, Indigenous Academic Initiatives		
DEPARTMENT:	Vice President, Academic and Provost		
REPORTS TO:	Vice President, Academic and Provost		
JOB DESCRIPTION NO:	A0100	BANNER JOB NO.:	A00190
PAY GRADE:	13		
ORIGINAL DATE:	June 15, 2023		
REVISED:	September 2026		

THE ROLE:

Reporting to the Vice President, Academic and Provost, the Director, Indigenous Academic Initiatives, provides day-to-day and strategic leadership for Indigenization within the Academic portfolio. Working collaboratively with campus partners, this position is responsible for overseeing and providing leadership for the academic Indigenization goals at the College and providing strategic support for related Indigenization priorities and special projects.

MAJOR RESPONSIBILITIES:

Under the general direction of the VP, Academic and Provost, the Director, Indigenous Academic Initiatives is responsible for a portfolio of work within the following areas:

Indigenization within the Academic Portfolio

- Provide strategic advice and guidance to the VP, Academic and Provost on Indigenous academic initiatives;
- Develop initiatives for long and short-term goals that advance the College's commitment to social responsibility including aligning College practices and processes with the UN Declaration on the Rights of Indigenous Peoples and the TRC's Calls to Action;
- Provide expert advice and high-level support to units across the College, and especially to those lacking expert faculty and staff, in their address of Indigenous issues and development and implementation of Indigenous academic plans and initiatives;
- Develop and foster relationships with key partners, including provincial and federal government agencies, and with Indigenous organizations for the purpose of enhancing Indigenous academic initiatives at the College;
- Represent the College in provincial, national, and other relevant communities of practice, advisory groups, and sector forums related to Indigenous post-secondary education, fostering collaboration, sharing leading practices, and advancing Indigenous academic initiatives and partnerships;

- Interpret and advise the VP Academic and Provost and VP Student Affairs on provincial mandates related to Indigenization and Indigenous education in post-secondary;
- Chair committees and working groups as needed and as directed by the VP Academic and Provost;
- Contribute an Indigenous perspective to social justice, equity, diversity and inclusion initiatives at the College;
- Direct the work of consultants, student assistants, and others who are employed to contribute to Indigenous initiatives at the College;
- Advise on the continued development of strategic priorities related to Indigenization at the College, with a particular focus on Indigenous academic initiatives;
- Participate in the Vice President Academic Council to remain current on College-wide academic issues and to bring forward discussions related to Indigenous academic initiatives and issues;
- Advise on academic policies that relate to Indigenous learners and/or Indigenous education;
- Research, write and deliver documents, reports, and presentations within the College to committees and other bodies, and to local, provincial, national and international agencies and organizations.

Strategic Leadership in Indigenous Curriculum and Pedagogy

- Assess needs and lead the development of resources for instructional faculty to support Indigenous student success as well as institution-wide Indigenous engagement in teaching and learning;
- Advise and support faculty in the preparation of new and revised programs and accreditation processes to ensure Indigenous engagement in curriculum development and assessment;
- Collaborate with the Manager, Indigenous Community Development and faculty to articulate and facilitate the integration of Elders' teachings in curriculum;
- Contribute to the development of resource guides for faculty to support the integration of Indigenous knowledge in curriculum;
- Advise on transfer, field schools/study abroad, and articulation pathways as they relate to Indigenization;
- Working collaboratively with the College's instructional community of practice, provide leadership and strategic direction to initiatives that centre Indigenous engagement in classroom culture.

Strategic Leadership in Faculty Research

- In collaboration with the Research and innovation Office, provide advice on the development of guidelines to support Indigenous-centred research ethics and community-based research practices;
- Maintain awareness of best practices in Indigenous Research;

- Provide specialist advice to the Research Ethics Board during the review process of research proposals involving Indigenous communities;
- Works collaboratively with the Research and Innovation Office and Learning Resources to identify and develop information systems that support the collection and maintenance of data gathered in Indigenous-centred research;
- Collaborate with Manager, Indigenous Community Development to support faculty research projects involving Indigenous Communities.

Faculty Professional Development

- In collaboration with Human Resources, lead the development and implementation of faculty professional development to support Indigenization across the College;
- Provide advice and support to Academic Responsible Administrators and faculty to develop learning activities related to cultural competency, cultural safety, and cultural humility;
- Develop and facilitate professional development opportunities for faculty;
- Act as resource and consultant within the portfolio of the College's instructional community of practice;
- Maintain relationships with and assess consultants who provide professional development opportunities that support Indigenization at the College;
- Collaborate with Manager, Indigenous Community Development on College-wide program and event planning, delivery, and evaluation related to Indigenization (e.g., annual Memorial March, National Day for Truth and Reconciliation, and National Indigenous Peoples' Day).

Other

- Actively model the Douglas College Core Competencies.

EDUCATION, EXPERIENCE AND SKILLS

The Director, Indigenous Academic Initiatives will have

- Established professional credibility as evidenced by a Master's degree in Education, Indigenous Studies, or related discipline;
- A minimum of five (5) years of related experience in a similar position, ideally in a post-secondary context;
- A minimum of three (3) years of progressive leadership and administrative experience in a post-secondary or relevant setting;

- Demonstrated robust knowledge and understanding of Indigenous history, culture, historic and current Indigenous perspectives, relevant issues and/or comparable lived experience;
- Demonstrated experience as a relationship builder and trusted liaison, by demonstrating integrity and being authentic, collaborative, inclusive and a creative problem solver;
- Demonstrated experience in curriculum development, academic program planning, and/or research initiatives, including the ability to integrate Indigenous knowledges, perspectives, and pedagogies through collaborative engagement with Indigenous communities, faculty, and academic leaders;
- Understanding and demonstrated commitment to principles of equity, diversity and inclusion;
- Understanding and demonstrated commitment to Indigenization;
- Understanding of best practices in Indigenous education;
- Understanding of best practices in Indigenous research;
- Understanding of and experience with the assessment of Indigenous academic initiatives in a post-secondary context;
- Proven capacity to manage change and a demonstrated ability to drive innovations from conception through to implementation;
- Demonstrated success in handling highly sensitive issues in complex environments, with a commitment to maintaining confidentiality and objectivity;
- Demonstrated use of discretion, confidentiality, sound judgment, sensitivity, and critical thinking;
- Demonstrated excellent verbal, written and interpersonal communication skills that are adapted based on the intended audience;
- Ability to work within a culturally and demographically diverse campus community;
- Demonstrated ability to work effectively under pressure, meet deadlines and manage changing priorities;
- Ability to adjust work schedule as necessary to meet needs that may arise outside of traditional work hours;
- Demonstrated abilities that align with the Douglas College Core Competency Framework.
- Indigenous ancestry preferred, with strong knowledge and understanding of Indigenous cultures and communities in both urban settings and on traditional territories, as well as students' social and educational needs, including the importance of cultural identity and community resources. Equivalent experience, training and extensive knowledge of and work with Indigenous organizations may be considered if not of Indigenous ancestry.