

Academic Development Officer – 6 Month Contract

Date of Posting:

December 1, 2017

Closing Date:

December 15, 2017

Overview:

Six Nations Polytechnic is seeking a highly motivated individual to fulfill a 6 month position as Academic Development Officer.

Under the direction of President/CEO or designate, the ADO has the responsibility for policy and program development in support of the Six Nations Polytechnic's strategic goals. The Academic Development Officer is required to perform all duties consistent with the governance and operating policies of the institute.

Six Nations Polytechnic, an indigenous controlled institution located at Six Nations of the Grand River First Nations, has offered college and university programs through agreements with public colleges and universities since 1993. Six Nations Polytechnic programs and courses of study promote individual and collective economic and social well-being with an emphasis on revitalizing Hodinohso:ni/Rotinonhshonni culture and languages.

Core Responsibilities

The duties of this position will include, but are not limited to the following:

- Develop and apply appropriate conceptual and analytical frameworks in policy and program development processes
- Develop strategic initiatives under the direction of the President i.e. program development and campus expansion
- Provide lead project management support to the President on strategic initiatives
- Research and write operational policies
- Generate a range of options for policies, assess the implications and feasibility of these options and recommend viable solutions and implementation strategies
- Develop evaluation systems for program and policy

Qualifications
Education and Experience:

- Post-secondary degree in related discipline i.e. education, public policy, business administration or an administrative services field with experience in postsecondary education at the program management, business administration or administrative service or the equivalent combination of education and experience.
- Successful experience in strategic policy and program planning, development and evaluation.
- Experience working with elected officials and senior management within the public sector.
- Project management experience, managing complex assignments from inception through to implementation with minimal direction while balancing political, community and other stakeholder interests, and resolving conflicts.
- Experience developing curriculum in a post-secondary education setting.

Knowledge, Skills and Abilities:

- A general current knowledge of Hodinohso:ni history, culture, values, contemporary issues, community priorities and stakeholders.
- Familiarity with postsecondary government legislation and policy.
- High degree of conceptual ability to analyze and synthesize multiple sources of data and information applied to the development of creative solutions to complex policy, program and operational matters.

- High level of communication skills with a particular emphasis on excellent writing ability.
- Flexibility in learning new program areas or approaches.
- Sound interpersonal skills and good professional judgement.
- Ability to work under pressure to meet deadlines.
- Ability to work both independently and in a team work setting demonstrating Hodinohso:ni` values of Ga` nigohi:yo:.
- Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, database applications and Windows 2010 or later.
- Exceptional communication, organization and negotiation skills
- Must have understanding of Six Nations and other Aboriginal cultures
- Ability to work both independently and in a team work setting demonstrating Hodinohso:ni` values of Ga` nigohi:yo:.
- Ability to work under stress and manage timelines
- Demonstrate interpersonal skills through respect, sharing and caring
- Willingness to take additional training and professional development
- Demonstrated ability to work as a team member
- Willingness to support the special mission of Six Nations Polytechnic Inc.
- Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, database applications and Windows 2010 or later
- Be of good mind

Salary:

This full time, **six-month contract** position (37.5 hours/weekly), and will be compensated dependent upon incumbent's combined qualifications and experience.

Application Procedure:

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three professional, community, and/or academic references.**

Above application materials can be sent to the attention of:

Ms. Patricia Greene, Executive Admin Assistant

Email: presadmin@snpolytechnic.com

Please put "**Academic Development Officer**" in the subject line.

Or in a sealed envelope mailed or hand delivered, clearly marked "Academic Development Officer" to:

Six Nations Polytechnic Inc.
2160 Fourth Line Road,
PO Box 700
Ohsweken, Ontario N0A 1M0