

Indigenization Project Assistant

Competition Details

Position Information

Position Title	Indigenization Project Assistant
Position Number	P02204
Classification	Support Services Assistant II
Division/Portfolio	Office of the President
Department	President's Office
Location	Kelowna
Annual Salary/Hourly Rate	\$25.27 - \$28.88

Position Summary

Under the direction of the Aboriginal Access & Services Coordinator, the Indigenization Project Assistant is responsible for providing information to support Indigenization activities, performing a variety of research and analytical tasks including collection, compiling, and analyzing of data for report writing services to a variety of Indigenous projects and initiatives. The Indigenization Project Assistant is responsible for assisting with Indigenization engagement session planning, data collection, and creation of resources. This job will require travel throughout the Syilx-Okanagan and Secwepemc territory and will be compensated as per OC travel policy and procedures.

Education and Experience

Completion of a relevant four-year university or college bachelor's degree, with a minimum of two years' related experience with research and project coordination in Indigenous communities/post-secondary environment, or an equivalent combination of education and experience. Preference will be given to applicants who self-identify as a person with Indigenous ancestry.

Skills and Abilities

- Advanced level skills in Microsoft Office, specifically Excel, Onenote, PPT, Word, and Outlook
- Experience in database management
- Strong ethics standards and familiarity with Provincial privacy legislation
- Good understanding of research methodologies
- Experience in project and administrative management
- Knowledge of Okanagan College programs and systems and/or BC post-secondary education system
- Knowledge and internalized understanding of First Nations social and educational issues, resources, and community. Understanding of the cultural diversity amongst Indigenous people in Canada and the College catchment area.
- Must possess excellent written and verbal communication skills, presentation, organizational and problem-solving abilities, including the ability to assess and adapt writing style to a variety of audiences
- Strong interpersonal, intercultural, and group communication skills including knowledge of culturally appropriate ways of working with local Indigenous groups
- Experience in event organization, program promotion, and public speaking
- Ability to plan and think strategically about research projects and sustainability
- Excellent research skills with ability to synthesize data/information and develop/deliver findings and recommendations
- Demonstrated ability to manage time and resources with multiple priorities, including attention to detail, analytical skills, good judgment, initiative, and strong time

management skills
- Valid BC drivers license

Core Competencies

- Collaboration & Collegiality
- Continuous Learning & Information Seeking
- Effective Interactive Communication
- Initiative
- Integrity & Accountability
- Student & Service Focus

Job Specific Competencies**Preferred Qualifications**

Completion of a relevant four-year university or college bachelor's degree, with a minimum of two years' related experience with research and project coordination in Indigenous communities/post-secondary environment, or an equivalent combination of education and experience. Preference will be given to applicants who self-identify as a person with Indigenous ancestry.

Appointment Type

Support - Non-Regular Full-time

Desired Start Date

03/31/2020

Position End Date (if temporary)

08/31/2020

Schedule

Monday-Friday
8:30 a.m. – 4:30 p.m.

Employee Group

Support

Posting Detail Information**Competition Number**

C001331

Number of Vacancies

1

Applicant Reviewer Access

Joanna Campbell, Anthony Isaac

Open Date

03/10/2020

Close Date

03/22/2020

Open Until Filled**Special Instructions to Applicants**

Shortlisted internal candidates must notify the current Support Staff Bargaining Chairperson and Human Resources if they want a Union Observer during interviews and final selection of candidates.

External Advertising Information**External Advertising?**

Yes

Please specify/list the advertising sources:

Indeed (Automatic)
Done (Mar 12, 2020) Academic Careers (Approved by J Campbell over phone)

Interview Schedule Information**HR to Schedule Interviews**

Notes

Reference Collection

References**Minimum Requests****Maximum Requests****Last Day a Reference Provider Can Submit Reference****Special Instructions for Reference Provider****Confirmation Message for Reference Provider**

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o academiccareers.ca
 - o Academy of Management
 - o Accreditation Council for Business Schools and Programs (ACBSP)
 - o BCCPA.ca
 - o BCLA.bc.ca
 - o castanet.net
 - o CAUT
 - o CICAN
 - o collegesinstitutes.ca
 - o educationcanada.com
 - o Eluta
 - o Facebook
 - o family/friend referral
 - o Higher Education
 - o HRMA.ca
 - o ica.bc.ca
 - o indeed.ca
 - o kijiji.ca
 - o linkedin.com
 - o Newsletter/E-subscribe
 - o Newspaper
 - o okanagan.bc.ca
 - o payroll.ca
 - o Senior Women Academic Administrators of Canada (SWAAC)
 - o Tradetrainingbc.ca
 - o universityaffairs.ca
 - o WorkBC.ca
2. What is the highest level of education attained?
 - o GED
 - o High School Diploma
 - o Diploma/Trade
 - o Bachelor's Degree
 - o Master's Degree
 - o PhD
3. * Do you currently work, or have you worked for Okanagan College?
 - o Yes

- o No

4. If yes, please enter your 9-digit employee ID#.

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume/CV
2. Cover Letter
3. References

Optional Documents

1. Credentials/Transcripts
 2. Letter of Recommendation
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Competition Documents

No documents have been attached.

Selection Committee

Name	Email	Chair?	Status
Marcella Trotter	mtrotter@okanagan.bc.ca	No	approved
Sara Cousins	SCousins@okanagan.bc.ca	No	approved
Anthony Isaac	aisaac@okanagan.bc.ca	Yes	approved