POSITION DESCRIPTION

Title: **Program Assistant**

Status: **Exempt -Salaried Employee**

Program: **Indigenous Language Revitalization Degree (ILRD) Program**

Reports To: **ILRD Department Head**

Delivery Site: **Yellowhead Tribal College**

About Yellowhead Tribal College:

Yellowhead Tribal College is an inclusive and open learning institution in Treaty 6 territory. We provide accredited programs in a flexible, supportive academic environment that nurtures Indigenous Peoples' cultures and traditions.The college was established in 1986 by Yellowhead Tribal Council to meet the educational needs of its member nations (Alexander First Nation, Alexis Nakota Sioux Nation, O'Chiese First Nation, and Sunchild First Nation). We offer academic upgrading, certificates, diplomas, and post-secondary courses and degrees to all adult learners.

Program Governance Structure:

The Department of Indigenous Language Revitalization Degree (ILRD) is an Indigenous language revitalization program grounded in the intellectual and cultural heritage of the Yellowhead Tribal Council member Nations and of Indigenous Peoples in Canada where courses lead to a Certificate, Diploma or Degree in Indigenous Language Revitalization. The ILRD has no full-time Regular Academic Staff (RAS) members and four-five Contract Academic Staff (CAS) members. Indigenous self-determination is an integral part of the Yellowhead Tribal College mapping into the future and the ILRD assumes a leadership role in this process. As well, the Department holds exceptional responsibilities with respect to working with the Indigenous communities around us, both within the College and outside of it.

Job Purpose:

This ILRD Program Assistant position exists to provide administrative support to the Department Head (DH) of ILRD, the Dean of Student Enrollment Services, The Registrar's Office, Student Services and the Department Heads within Inyiniw Humanities and will report directly to the

ILRD Department Head. This support extends to office administration for all relevant departments, time table coordination and student support for the certificate, diploma and degree programs.

Description of Duties and Tasks:

Essential duties and responsibilities include the following. Other duties may be assigned.

Required.

Major Areas of Responsibility the incumbent takes/makes independently.

- Organizing the daily office.
- Provides administrative support to the DH.
- General student advising and authorization of routine permission forms.
- Meet deadlines of the annual activity report forms; course outlines required for each session; inputting data for the Academic Calendar.
- Making the timetable for the ILRD and making necessary changes to accommodate schedules and room requirements.
- Updates, maintains and prepares items for the departmental website.

1. Administrative Support: Provide administrative support to the DH

    (A) General Office Functions
    (B) Organizes the daily operation of the Department office.
    (C) Answers inquiries in person, by email, by phone, and in writing.
    (D) Reviews and acts on all e-mail communication for the department accordingly.
    (E) Arranges meetings for the DH including arranging locations and issuing notices in writing or through voice or e-mail.
    (F) Maintains appointments for DH, as required.

2. Supports Department Head:

    (A) Supports Department Head (DH) of ILRD
    (B) Assists DH in submitting documentation pertaining to annual reviews, activity reports for Academic Staff and Contract Academic Staff, hiring and other personnel matters in compliance with deadlines and specified agreements.
    (C) Assists DH in making submissions by the deadline for proposed new courses and/or revising existing courses. Ensures that all forms and documents are forwarded to other departments as required. Monitors the status of experimental courses and advises DH if action is needed.
    (D) Supports DH in their work with the implementation of Indigenous Language Revitalization across YTC. This is a college-wide process whereby the ILRD is vetting any/all course submissions by all departments in order to fulfill Indigenous Language Revitalization.

(E) Monitors and ensures that instructors submit a copy of their final grades to ILRD and the Registrar's Office for approval near the end of each term.

(F) Monitors and ensures that instructors submit all course outlines to the ILRD for approval before the start of each term.

(G) Performs specialized tasks for the Registrar's office to support administration.

3. Time Table Coordination:

(A) Responsible for coordinating the academic time tables for ILRD certificate, diploma and degree programs of ILRD.

(B) Creates the yearly Spring, Fall, Fall/Winter, Winter time table each academic year.

(C) Completes the spreadsheets sent from the Registrar's Office regarding room booking and cross listed courses, credit- transfer agreements.

(D) Communicates proposed cross listed courses with the cross list departments to ensure all sections are entered on time.

(E) Submits the approved time table information into the Registrar's Office on time.

(F) Performs other duties related to the above as needed.

4. Website:

(A) Supports with the preparation, proofreads, and updates items on YTC's website for the ILRD programs, including course current courses, degree information, Department events, links, and other information about our program, as needed.

5. Financial Support:

(A) Orders office supplies from Finance Admin.

(B) Monitors and maintains internal budget accounting records using excel.

(C) Reports any discrepancies to the DH and Finance Admin.

(D) Processes all financial documents for the ILRD including general expenses, discretionary funds, inter-departmental transfers, invoices, conferences, and honorariums for guest speakers.

(E) Ensures that the necessary financial documentation is retained in the Department files from year to year.

6. Support of Events and Promotional Activities:

(A) Prepares promotional materials for guest lecturers, particular courses, and special events using templates provided by YTC Marketing.

7. Hiring Related:

   (A) Coordinates and forwards information to the DH for the employment posting of Contract Academic Staff positions.
   (B) Provides support to new department members, ensuring that they acquire e-mail access (including Orbund, Slack, Google), printing codes, keys, office space, phone/voicemail access. For Contract Academic Staff, supports contract signage and that HR/Payroll forms are filled out and submitted to the Finance admin.
   (C) Arranges network (including Orbund, Slack, Google) and computer set-up.

8. Administrative Support for Students:

   (A) Provides general student advising. Answers a significant number of inquiries on a daily basis about the nature of the ILRD curriculum, times and locations of classes, etc.
   (B) Addresses questions concerning prerequisites, requirements for graduation, how each of the programs work, college policies (appeals, deferred exams, incompletes, etc.).
   (C) Arranges referrals to the DH or department members if required.
   (D) Authorizes and forwards DH permission forms to Student Central for students requiring written permission to register for courses.
   (E) Collects and date-stamps assignments from students and oversees pickup of marked papers ensuring confidentiality.

9. Lead External Liason for Recruiting Students:

   (A) Supports recruitment of students, including graduate students to the ILRD.
   (B) Supports distributing appropriate information and representing the Department in recruitment functions.

10. Support Liason for ILRD Events:

    (A) Provides assistance in coordinating special events, i.e., conferences, workshops, registrations, speakers, tours, etc., which may include arranging support services, distributing invitations, arranging physical space, accepting registrations, etc.

11. Other:

    (A) Prepares agendas for department meetings. Attends department meetings as required, provides resource information where required, takes and transcribes minutes when required, and arranges for their distribution.
    (B) Notifies Department members of meetings, events and upcoming deadlines (e.g., course outlines, activity reports, exam submission, etc.).

(C) Updates, proofreads, prints and distributes ILRD information to several areas including other departments and administrators.

(D) Monitors timely ordering of textbooks by reminding instructors of deadlines and works with the bookstore to ensure that textbooks come in on time.

(E) Communicates instructions to classes or cancel classes when instructors are absent.

(F) Monitors, prints and distributes waiting lists to faculty and organizes the procedures for use.

(G) Maintains departmental records including correspondence, reports, course- and program-related material (e.g., curriculum submissions, grade sheets, course outlines, exams, etc.).

(H) Researches and revises, with Department Head, required changes and additions to annual Department entries in the Academic Calendar.

Knowledge:

Must possess required knowledge and be able to explain, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the position within a higher education setting.
- Understanding of Yellowhead Tribal Council and Yellowhead Tribal College organization structure.
- Understanding of the necessary confidentiality required with respect to student and employee information.
- Knowledge of Nehiyawewin, Anishinaabe and Nakota-Sioux cultures.

Skills:

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required
- Exemplary customer service, interpersonal, problem solving and communication skills
- Time and stress management skills
- Maintain a high level of professionalism in all interactions - friendly, professional, diplomatic, assertive
- High level of attention to detail and accuracy - must be able to work under pressure and multi-task, exemplary organization, filing research and data management
- Understanding of Indigenous Ways of Being, Knowing and Doing

Computer Skills:

Required
- Proficiency using Microsoft Office and Google Suite
- Basic internet navigation

- Proficiency in Orbund (will train)

Work Environment:

The role involves managing numerous tasks in a dynamic environment, requiring strong organizational, research, and analytical skills. There may be occasional travel involved and the ability to adeptly handle unforeseen events that require immediate attention is crucial. Effective time management is essential. Additionally, excellent communication skills and collaborative teamwork with colleagues are necessary. This position is primarily office-based for most days and does not entail tasks that require lifting more than 25 lbs. Occasionally the incumbent will be faced with students, who experience moderate distress including anxiety over student success or students who may be rude or upset.

Minimum Qualifications:

(A) Bachelor's Degree in related field and 1 year experience working in administration of a post-secondary institution or 2 years transferable skills experience or have,
(B) 3 years experience working in administration of a post-secondary institution or have a,
(C) College diploma in a related field with 2 years experience working in administration of a post-secondary setting or have a,
(D) College diploma in related field with 4 years transferable skills experience

Other Desired Skills, Knowledge and Experience

- Communication in Cree, Anishinaabe or Nakota-Sioux would be considered an asset
- Have a valid driver's license and access to a vehicle
- First Aid Training

Salary will be determined according to qualifications and experience

Please forward a cover letter and current resume to: Diana Cowley or Joy Sandy.

Email: diana.cowley@ytced.ca or joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181 or drop off at sub-office address at 17304 105 Ave NW Edmonton, AB T5S 1G4

This employment competition closing date October 4, 2024 at 4:30PM, only those candidates who fit criteria will be contacted.