



Indigenous Relations & Initiatives Specialist (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited, and highly valued degrees in Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemsiwak Metis Government, St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

As a key member of our student services team, the Indigenous Relations & Initiatives Specialist will guide and lead the University's Indigenous programs and initiatives to foster a vibrant and engaged community for students, faculty, and staff. As a highly collaborative expert with knowledge and experience, you will lead in the growth of our knowledge, understanding and relationships with Indigenous communities and partners. This role is critical to the development of successful recruitment, program and service planning. As a piece of this, the role serves as the main point of contact for all Indigenous students from recruitment and student experience support plans.

WHAT WILL YOU DO:

- Coordinate the development and implementation of a new Indigenous engagement plan in collaboration with key community stakeholders and advisory council.
- Shares Indigenous knowledge and practices to lead Truth and Reconciliation efforts.
- Assists in developing and implementing the Indigenous recruitment and enrollment initiatives.
- Acts as the key point of contact for external stakeholder such as prospective Indigenous students, high schools, Indigenous communities, agencies, as well as advocacy groups.
- Hosts and coordinates of campus cultural events including but not limited to Indigenous Grad, Elders on Campus, Teaching & Talking Circles, and Beading.

- Leads and supports reconciliation education for the university community and community outreach.
- Coordinates and represents the university at internal and external events.
- Participates in various committees such as strategic enrollment committee, equity diversity and inclusion, and the Indigenous advisory council.
- Plans and tracks budget spending on initiatives

QUALIFICATIONS & ATTRIBUTES :

- Bachelor's degree.
- Demonstrates strong knowledge of Indigenous practices.
- Ability to foster or has a strong connection to the Indigenous community, including Elders and Traditional Knowledge Keepers.
- Strong time management, coordination, and communication skills.
- Ability to work independently and collaboratively within a team environment.
- Previous experience working in a post-secondary environment is an asset.
- Ability to promote, or at least respect, the institution's Catholic mission and identity.
- Ability to promote for equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, optional self-identification, supporting letters of reference or oral accounts from one or more Elder or Traditional Knowledge Keeper who can attest to the applicant's relations with the Indigenous peoples, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "**Indigenous Liaison Specialist**" by end of day on **Wednesday, August 21, 2024**. Interviews will be conducted as suitable candidates apply. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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