

JOB DESCRIPTION

Position	In.Business Project Manager, Eastern Region	Hours	Averaging 35 hrs/week
Classification	Externally Funded	Date	June 2017
Dept	Purdy Crawford Chair in Aboriginal Business Studies		
Reporting To	National General Manager	Group	Non Union

PURPOSE:

The Purdy Crawford Chair in Aboriginal Business Studies (“Chair”) will focus its work essentially on:

- Research on what drives success in Aboriginal business;
- National student recruitment to encourage the study of Business at both the undergraduate and graduate level;
- Development of research based cases and articles/chapters to enhancement Business Curriculum in Canadian universities, and
- Mentorship

Detail on the work of the Chair is available at: www.cbu.ca/crawford.

SPECIFIC RESPONSIBILITIES:

The ***In.Business*** Project Manager, Eastern Region will be based at either Nipissing University or Lakehead University and will work with and represent the Chair team in the Eastern Region through a partnership with Nipissing University and Lakehead University. Under the guidance and supervision of the National General Manager, will be responsible for:

- the development and delivery of the ***In.Business Program - A Business Network for Indigenous Youth*** in the Eastern Region in partnership with Nipissing University and Lakehead University;
- executing strategic objectives and initiatives regarding community liaison for the Chair;
- working closely with Nipissing and Lakehead University Director, Aboriginal Initiatives to develop community based and institutional based partnerships;
- building productive partner, community, and stakeholder relationships;
- recruiting and supporting students and mentors;
- conference planning and support;
- establishing and maintaining strong relationships with students;
- developing expenditures and revenue budgets for programs and activities;
- project tracking and reporting;
- logistics;
- administrative support; and

- identifying funding opportunities and developing funding proposals.

QUALIFICATIONS:

- A Master's Degree is preferred but exceptional candidates with a Bachelor's Degree with extensive, demonstrated experience may be considered. Discipline areas of Business and/or Education are preferred.
- Knowledge of Aboriginal communities and experience working with and in communities is essential.
- Demonstrated capacity for proposal writing, administrative support and reporting is essential.
- Demonstrated capacity for organization and ability to multi-task is required.
- A self-starter with a strong work ethic and able to work well with other disciplines is essential.
- Effective relationship building and management, strong verbal and written communication, and presentation skills is required.
- A demonstrated ability to deliver on major collaborative partnerships with external partners in a timely and professional manner, including execution of multiple short- and long-term projects simultaneously is required.
- Willingness and ability to travel.
- Proficiency with word processing, Excel spreadsheets and PowerPoint presentation development is required.
- Bilingualism is considered an asset.

Candidates with Aboriginal Heritage are preferred.