JOB DESCRIPTION

Position	Dean, Unama'ki College		
Classification	Hay (Provisional)	Date	Dec 2019
Dept.	Unama'ki College		
Reporting To	Associate Vice President, Indigenous Affairs	Group	Non Union

PURPOSE:

Unama'ki College promotes excellence in Indigenous education, research and scholarship, promotes Indigenous culture and educational courses and programs within Cape Breton University and communities in Cape Breton, and provides Indigenous student support to promote an enriched post-secondary experience.

As part of the Unama'ki College Executive team, the Dean will promote interaction and cooperation between Unama'ki College programs (such as Mi'kmaq Studies and Integrative Science) and diverse areas of study within the CBU community and efficiently and effectively manage the day-to-day operations of Unama'ki College in the pursuit of long-term goals in accordance with CBU's Strategic Plan and directions.

SPECIFIC RESPONSIBILITIES:

1. Student Services and Academics
   - Work closely with other members of the Unama'ki College Executive team to plan, deliver, evaluate, and enhance academic programming to support the advancement of CBU's strategic direction to Indigenize the L'Nu Way;
   - Manage the planning, delivery, evaluation and enhancement of services needed to support the academic success of Unama'ki College students;
   - Act as a leader in advancing CBU's position as a center of excellence in all aspects of Mi'kmaq scholarship (teaching, research and community/professional service);
   - Work closely with other members of the Unama'ki College Executive team to promote interaction and cooperation between Unama'ki College programs (such as Mi'kmaq Studies and Integrative Science) and diverse areas of study within the CBU community;
   - Represent Unama'ki College on internal university bodies/committees and CBU on relevant external boards.

2. Community Engagement
   - Maintain working relationships with communities, organizations, educators and researchers, particularly Mi'kmaw Kina'matnewey and the Education Directors of First Nations communities in the interest of promoting CBU and responding to community and student needs;

- Ensure that programs and services available through CBU and Unama'ki College are promoted within Cape Breton communities and work closely with the Associate Vice-President, Indigenous Affairs and other administrators to ensure CBU is responsive to Indigenous community needs;
- Engage in ongoing consultation with the Director Mi'kmaq and Indigenous Post-Secondary Recruitment and Retention, NS Department of Labour and Advanced Education.

3. Human Resources Management
   - Manage the Performance Management, career development, and annual compensation review processes to ensure individual objectives are aligned to that of Unama'ki College and Cape Breton University;
   - Assign work, monitor outcomes for accuracy, timeliness and quality;
   - Implement learning and development plans, transfer skills and knowledge to enhance performance of the team and provide opportunity for growth and development; and,
   - In consultation with Human Resources, respond to employee complaints and grievances, take disciplinary action, up to and including dismissal, where necessary.

4. Financial Management
   - Provide input to annual operational goals, identify operating budget requirements;
   - Ensure operations of Unama'ki College comply with the annual operating budget; monitor and forecast monthly allocations, identify and develop plans to mitigate variances;
   - Monitor third-party contracts/service level agreements for variance to budget allocations; and,
   - Approve invoices and expenditures in accordance with the Procurement Policy.

QUALIFICATIONS:

- Graduate degree in a relevant discipline. A doctoral degree is considered an asset.
- A minimum of 5 years of relevant professional experience.
- Demonstrated leadership skills and administrative skills.
- Knowledge of the workings of regional educational organizations (particularly Mi'kmaw Kina'matnewey) and a good understanding of relevant national organizations.
- Ability to consult and work cooperatively with all bands in Mi'kma'ki and a commitment to explore increased partnerships that advance Indigenous education.

- Commitment to preserving Indigenous languages which are the foundation of traditional knowledge(s).
- Completion of CBU's Learning About the L'Nu Way, or agreement to complete the learning experience, is required.
- Fluency in the Mi'kmaq language is an asset.

Candidates with an equivalent combination of education and experience may be considered.

_____	_____
Dean, Unama'ki College	Date
_____	_____
Human Resources Department	Date

Finalized:	
Evaluated:	