

## Job Description

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<b>Job Title:</b>	Manager, Indigenous Science Initiatives
<b>Department:</b>	Dean of Science Office
<b>Reports To:</b>	Dean of Science
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	March 2022

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### **Primary Purpose**

In the spirit of reconciliation, this position provides strategic guidance to support Science Leadership to articulate a Faculty of Science-specific response to the Truth and Reconciliation Calls to Action. The primary purpose of the role is to identify systemic and systematic changes that move beyond the Calls to Action to create a long-term vision for the Faculty. Key initiatives include the development of an action plan for indigenization of the Science curriculum, a more inclusive environment for Indigenous students and faculty, and enhanced recruitment of Indigenous students and faculty. The Manager serves a communication and liaison function to build reciprocal, respectful, long term, and continuous relationships with First Nations, Métis, and Inuit communities.

In the University of Waterloo's Strategic Plan 2020-2025, it states, "We particularly recognize Indigenous students, faculty, staff and alumni. We are committed to learning about the rich history and culture of Indigenous people of this land and an institutional response to the Truth and Reconciliation Commission's calls for action."

In line with the [University's Strategic Plan](#), and [Indigenization Strategy](#), Indigenous Initiatives strives to address the underrepresentation of Indigenous people and to increase specialized support.

The successful candidate will be First Nations, Inuit or Metis with familiarity of the diversity of Indigenous peoples in Canada and a keen understanding of Indigenous history, current affairs and a strong knowledge of Indigenous educational issues and the Truth and Reconciliation Final Report

The University is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

### **Key Accountabilities:**

#### **Indigenous Context and Faculty Leadership**

- Provision of context, advice, and guidance to the Dean on Indigenous matters in the Faculty of Science.
- Working with Associate Deans, Undergraduate and Graduate Studies, and the Office of the Registrar, review admission standards and develop a recruitment strategy for Indigenous undergraduate and graduate students to the Faculty of Science.

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- Coordinate Faculty-level recruitment of Indigenous faculty members (e.g., Indigenous Excellence cluster hires) through engagement with Unit Heads (Chairs/Directors).

### **Development of an Indigenous Presence**

- Work with the Office of Indigenous Initiatives (OII) and the Indigenous Student Association (ISA) to advise and support Science Indigenous students, and faculty members working with Indigenous communities.
- Develop an action plan to create an Indigenous presence in the Faculty of Science. Working with Unit Heads and Leadership, implement strategies to foster an inclusive environment.
- Facilitate and evaluate dedicated space for Indigenous Science students.

### **Indigenization of Science Curriculum**

- Develop an action plan for indigenization of the Science curriculum in consultation with Science faculty, staff, students, external stakeholders, the ISA, the Centre for Teaching Excellence (CTE) and the OII.
- Working with accountability (strong dotted line) to the Senior Educational Developer (CTE) to build appropriate support for Indigenous educational development in the Faculty of Science. Work collaboratively with STEM-oriented Educational Developer (CTE).

### **Integration of Indigenous and Research Initiatives**

- Working with the Manager, Research Program Development and Partnerships, Indigenous Initiatives in the Office of Research, advise researchers on Indigenous Ways of Knowing, on Indigenous research themes, methodologies, and practices.

### **Communication and Liaison**

- Develop a communication strategy and online resources to grow awareness of Indigenous initiatives and issues, including the imperative to address the Calls for Action made by the Truth & Reconciliation Commission.
- Act as the Science liaison with Indigenous communities.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Master's degree in a relevant discipline (e.g., Science, Indigenous Studies, Education) or equivalent combination of education and relevant experience. Some post-secondary education in science required.

### **Experience**

- Lived experience through Indigenous ancestry (i.e., Turtle Island – First Nations, Status and Non-Status Métis and/or Inuit) and strong ties to First Nations communities.
- Experience working with Indigenous student and community groups.

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- 3 or more years working in educational program development or similar field (ideally in both individual and curriculum consultation roles). Experience in other higher education roles related to student support or recruitment will be considered.
- Experience teaching Science in a higher education institution is an asset.
- Experience in outcomes-based program evaluation is an asset.

### **Knowledge/Skills/Abilities**

- Knowledgeable of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local (including urban) First Nations, Métis, and Inuit peoples in a large, decentralized and complex university or similar institution.
- Significant knowledge of and demonstrated commitment to education/learning with First Nations, Metis and/or Inuit communities and an appreciation and respect for the diversity of Indigenous peoples.
- Knowledge of Indigenous approaches to education, Indigenous world views, anti-oppressive and culturally responsive pedagogies, decolonization theories and practices, the Truth and Reconciliation Calls to Action, and the importance of relationality/ community.
- Knowledge of curriculum development and review processes and tools, including curriculum mapping and learning outcomes
- Strong understanding of the higher education context in Ontario, including the Institutional Quality Assurance Process and Strategic Mandate Agreements
- Respect for and sensitivity to disciplinary norms and the challenge of change management in academia
- Professionalism, trustworthiness, and tact are essential to working with curriculum leaders and key stakeholders; a high level of confidentiality is required for some curriculum projects
- Proven expertise in meeting and workshop facilitation and individual consultation
- Professionalism, trustworthiness, and tact are essential to working with curriculum leaders and key stakeholders; a high level of confidentiality is required for some curriculum projects
- Capabilities in methods to evaluate programs, and experience with quantitative and/or qualitative research methods
- Proficiency with Microsoft Office is essential and experience with other software tools is an asset
- Demonstrated high level of organization and ability to manage high volumes of activity and change
- Excellent communication (verbal and written) and interpersonal skills, including the ability to deal with issues of a potentially sensitive or confidential nature
- Ability to effectively handle potentially emotionally charged situations
- Strong mediation and facilitation skills grounded in Indigenous practices

### **Nature and Scope**

- **Contacts:** Considerable external contact with First Nations, Métis and Inuit peoples and related organizations and groups. Collaboration and facilitation of objectives with Academic Support Units

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(e.g., Registrar's Office, Office of Research, Centre for Teaching Excellence (CTE) and the Office of Indigenous Initiatives (OII), and the Waterloo Indigenous Student Association (ISA).

- **Level of Responsibility:** Manages a Faculty-wide function that is highly specialized. The incumbent works with minimal direct supervision.
- **Decision-Making Authority:** Provides decision-making support to the Dean of Science and academic leaders (Chairs, Directors, and Associate Deans) on matters relevant to Indigenous initiatives within the Faculty of Science.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Works independently and collaboratively. Moderate psychological risk resulting from exposure to disagreeable, difficult, or uncomfortable situations. Regular working hours (35/wk) with flexibility to work evenings or weekends to facilitate specific initiatives. Occasional travel (local/overnight) may be required.