

**Unit Description**

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the Dish with One Spoon wampum agreement. The University is devoted to the cultivation of human potential, realized through our innovative educational programs, cutting-edge research, and the diverse students, faculty, staff and alumni who make up the McMaster family. Dedicated to creating a Brighter World, we recognize that our people are our most valuable resource. Those who join McMaster will find a community of talented individuals who are inspired by the university's commitment to embodying the values of integrity, quality, inclusiveness and teamwork. It is through these talented individuals, their creativity and drive for results that has earned McMaster University its reputation as being Canada's "most innovative" university.

The Indigenous Studies Department, is a newly formed department, growing out of the current Indigenous Studies Program within the Faculty of Social Sciences. The department will be home to the existing undergraduate program, a planned graduate program, and research and community-focused activities. The Department includes a dynamic community of students, faculty and staff, who will bring the richness and depth of Indigenous knowledge, cultures, and history to the classroom , research and McMaster more generally.

**Job Summary**

As a key member of the administrative team, the Academic Department Manager (ADM) of Indigenous Studies will perform an integral role in shaping the direction of the department by providing administrative and operational leadership, as well as visioning and strategic planning. The ADM will inform the Chair on all financial, human resources, space, curriculum, and strategic matters pertaining to the department.

The ADM Indigenous Studies will collaborate with senior administrative staff within the Faculty and with central offices such as the Office of the Provost and Vice-President (Academic), the School of Graduate Studies, the Office of the Registrar, Human Resources, Institutional Research and Analysis, ROADS, MILO, Finance, Research Finance and Facility Services.

With a talent for establishing processes and building an administrative team, the ADM Indigenous Studies will work with the Chair, Director of Finance and Administration of the Faculty of Social Sciences and Faculty members within the department to establish and maintain a robust administrative and governance infrastructure within the department.

With the help of their team, and the support of the Dean’s Office, the ADM Indigenous Studies will assist in building knowledge and capacity around the university’s budgeting and financial processes and systems, human resources policies and procedures, graduate and undergraduate student administration and research finance and administration.

This is an exciting opportunity to help shape and build the culture and structure of a new academic department.

**Education**

A Bachelor's degree in Administration, or a related field.

**Experience**

The successful applicant will be a member of an Indigenous community and will have a commitment to growing McMaster's acceptance and capacity for Indigenous ways of knowing

This role is best suited to someone with 3-5 years of prior experience in supervisory roles within an academic administrative environment

A proven record of high accomplishment in problem solving in complex environments, and demonstrated abilities in management and leadership, preferably in an academic environment.

**Skills and Knowledge**

Exceptional organizational skills and an ability to lead long term planning

Effective leadership and management skills

Outstanding interpersonal skills

Excellent communication skills

Considerable discretion, judgement, tact, creativity and initiative

Capability to make decisions with authority and confidence

Great attention to detail

Thorough knowledge of the Faculty of Social Sciences and McMaster University, including policies and procedures

**How To Apply**

For more information and to apply please visit our website: <https://careers.mcmaster.ca/psp/prepprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1001&JobOpeningId=46409&PostingSeq=1>