



Professor, Office Administration (All Programs) The Business School

Job ID: J0223-1998
Classification: Full-time Faculty
Campus/Location: Progress Campus
Posting Date: July 6, 2023
Closing Date: July 31, 2023

Salary: As per Academic Collective Agreement

Centennial College recognizes and affirms Diversity, Equity and Inclusion and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

[INDIGENOUS ACKNOWLEDGEMENT](#)

Initiative Summary

The College's [Academic Plan 2021-2025](#) identifies the key priority of reimagining our academic programs "as places of learning, healing, and valuing Indigenous knowledges and traditions" and transforming the College such that "Indigenous learners see themselves and their communities reflected in our academic programs and faculty." Pillar 2 of the College's [Indigenous Strategic Framework](#) also speaks to our institutional goals relating the expansion of equitable access and opportunities for members of original sovereign nations and increasing "the number of Indigenous employees with hires throughout the institution, including Indigenous faculty, learner facing positions and management."

Recruitment for this faculty position vacancy is part of an Indigenous Cluster Hire, that will see a total of eight faculty positions hired across the College with an intended start date of August, 2023. Read more about the [Indigenous Cluster Hire here](#) and see [Frequently Asked Questions here](#).

Position Summary

As part of our commitment to actualizing the imperative of Truth and Reconciliation across our academic programs and amplifying the contributions and voices of Indigenous scholars, community members and industry experts, The Business School is seeking to hire a Full-Time Professor in the area of Office Administration.

Part of this role will be working in a program offered in partnership with Native Child and Family Services of Toronto (NCFST), which provides services to families and children of Indigenous heritage in the Toronto region. The objective of the program is to provide graduates with the necessary skills to obtain employment in the administrative field, while teaching in an environment and pedagogy that respects their heritage, their learning styles and their life circumstances

The successful candidate will be teaching in classroom, computer laboratory and field and community settings that will include non-traditional teaching environments. The candidate will participate in program and course development, course modifications, program advisory committees, program accreditation, applied research initiatives, community outreach and on-going future program needs.

Through knowledge of and connection to Indigenous communities, nations, histories, knowledge systems, languages or pedagogies, the successful candidate will contribute to actualizing the College's commitments to Indigenizing the learning environment by engaging the College community broadly in Indigenous ways of knowing, doing, being and communicating.

Responsibilities

- Employ teaching strategies and create learning environments drawing upon current best practices in teaching and learning including, where deemed relevant and appropriate by the incumbent, Indigenous ways of knowing, doing, teaching and being in relation to Land, people and community
- In connection with the program operated in partnership with NCFST, utilize relationship as practice, provide teaching in a community-based environment in partnership with NCFST, and work to develop content and practices responsive to the needs of the learners
- Participate in ongoing course curriculum and program design and revision, with a focus on informing from an understanding of or integrating Indigenous knowledges, perspectives and/or pedagogies, where deemed relevant and appropriate by the incumbent
- Share in the collaborative development of a working and learning environment that positively values Indigenous possibility and Indigenous futures
- Develop and maintain relationships with co-workers and external stakeholders including Elders, community leaders, community organizations and industry
- Use effective interpersonal communication skills with students, faculty, management and external partners or community members, showing a sensitivity to intercultural communication
- Provide and promote a respectful and supportive environment based upon the principles of inclusion, equity and diversity
- Use academic technology effectively to enhance and support learning
- Evaluate student achievement of learning outcomes using a variety of techniques
- Develop, revise and adapt appropriate learning resources for students
- Engage students to create a positive teaching and learning environment
- Critically examine learning materials and classroom instructional practice for discriminatory bias or barriers
- Provide academic support to students as required
- Remain current in technical knowledge and instructional delivery techniques
- Attend meetings, maintain records of student grades/assessments, and participate in meetings and activities pertinent to faculty responsibilities
- Teaching delivery may be community based, will include in person instruction and may include remote course offerings
- Collaborating with program faculty and the Chair to respond strategically and intentionally to the Calls to Action of the Indigenous Strategic Framework in development of the program curriculum and pedagogy

Qualifications/Experience

- Degree in relevant field; equivalent work and lived experience will be considered
- Minimum of 5 years of relevant experience
- Teaching or training experience in traditional and non-traditional settings
- Proficiency with relevant software including all MS Office programs

- Knowledge of and connection to Indigenous knowledge systems, languages, pedagogies, nations and/or communities
- Ability to communicate reflectively and show reciprocity in written, oral and non-verbal communication
- Demonstrated commitment to the principles and practices of equity, anti-racism, decolonizing and accessibility
- Experience in the legal or health fields is an asset but not a requirement
- Proficiency with software used in the legal and/or health fields is an asset, but not a requirement
- Experience in the development of course or learning materials development is an asset
- Ability to work effectively within a team environment and problem solving

Apply online: www.centennialcollege.ca/careers

As per article 14 of the Ontario Human Rights Code, affirmation of Indigenous ancestry (FNIM) and community connection by Indigenous referees may be required for successful applicants.

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents, if applicable, will be required at the time of job offer.

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and **must be submitted online by July 31, 2023 at 11:59 PM EST. Please quote Job ID J0223-1998.** Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).