

### **Employment Opportunity**

University nuxɛʔhot'jine thaaʔehots'j nistameyimâkanak University Blue Quills is inviting applications for the position of **Denesuline Program Co-ordinator/ Instructor** for the Indigenous Language program. Reporting to the Dean of Indigenous Language Program, the Denesuline Program Co-ordinator/ Instructor would align with the BQ philosophy, vision and mission statements.

The Indigenous Language Team is currently looking for a Denesuline Program Co-ordinator/ Instructor to assist with administration duties, liaising with Students and Indigenous Language Team, and preparing correspondence on internal and external activities of the Indigenous Language Team. The position will be approximately 37.5 hours per week.

### **Responsibilities & Specific Duties:**

- Manage program scheduling;
- Liaise with sessional instructors to facilitate program operations;
- Manage sessional instructor contracts;
- Liaise with Registrar to maintain student records, documentation and communication;
- Supervise, mentor, and be available to students, advocate for student concerns;
- Ensure the completion of the course outlines, syllabi and student records, attendance and recording class material;
- Assist with recruitment and social media administration;
- General filing duties and administrative tasks on a daily basis;
- Actively participate in team meetings, maintaining clear and collaborative communication with team members to deadlines, and goals;
- Perform other duties as required;
- Plan, deliver, and implement the delivery of a minimum of one class;

### **Qualifications:**

- Fluency and or understanding Denesuline required.
- Post-secondary education in Education or Linguistics, would be an asset.
- Proven experience in an Administrative Assistant capacity.
- Strong experience in coordination different activities and an ability to meet deadlines.
- Excellent interpersonal and communication skills with strong oral and written communication.
- Thorough knowledge of Microsoft's Office suite and communication tools.

**Posted: January 24, 2024**

**Closing Date: February 12, 2024 or Until suitable candidate is found.** Please submit resumes to: Sheila Poitras, Executive Assistant University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca).