



EMPLOYMENT OPPORTUNITY

Internal/External

Program Manager, Micro-credential Programming

Contract to February 15, 2023

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario, and through online deliveries.

Job Summary:

The Program Manager reports to the Academic Dean, Stand-Alone Programs and leads the overall development, administration and quality assurance of Micro-credential programming. The Program Manager will be accountable to the effectiveness of their program, including continuous improvements in academic quality, program health and growth, and will play a critical role in developing and responding to the needs and demands of their program. The Program Manager will support program development, ensuring that the program is grounded in Indigenous knowledge and ways of knowing, providing unique educational experiences and enhancing the strength of FNTI learners.

The Program Manager will work towards and supports FNTI's strategic priorities while adhering to the Values, Mission and Vision.

Key Responsibilities:

- Support the development of program(s), including but not limited to, providing expertise on program and course design, curriculum content, teaching strategies, learning activities, assessment methods, and instructional innovations.
- Maintain contemporary knowledge of changing regulations and guidelines that affect course/program offerings and advise the Dean of any implications of these changes.
- Support the development of strategic enrolment management processes for assigned programs.
- Responsible for ongoing program review and any revisions required.
- Responsible for ensuring that quality assurance standards are being implemented as directed by the Dean and/or the Senior VP, Academic.
- Collaborate with relevant stakeholders to ensure pathways and laddering of FNTI programs.
- Ensure the integration of appropriate and effective learning technologies across face-to-face, virtual and hybrid learning course design.
- Review and evaluate curriculum innovations to recommend instructional and assessment strategies that reflect Indigenous Knowledge, cultures and pedagogies.
- Contribute to the development and implementation of faculty and FNTI policies and procedures as they relate to teaching and learning, program administration.
- Work as part of a team to promote research-informed and evidence-based teaching and learning through FNTI programming.
- Provide leadership to program Teaching Team, inclusive of Faculty, Cultural Advisors, Student Success Facilitators, and Integrated Experiential Learning staff, as required.
- Makes recommendations with regard to resource planning: learner supports; human resources; financial; facilities (IT, space, and instructional capital) and, in particular, with regard to appropriate staffing required.
- Support program team and stakeholders, including program advisor, faculty/instructors, curriculum writers, Program Advisory Circle members, external reviewers, etc.
- Prepare program development and accreditation materials.
- Prepare program budget for current and out-year planning.

- Coordinate the development and review of program procedures, policies and guidelines to establish and maintain safe classroom environments.
- Provide leadership in curriculum development, renewal and the adoption of Universal Design Principles.
- Support regular feedback surveys from students, administration and faculty to ensure continuous program improvement and advance the results in annual plans to support the strategic goals of FNTI and continuous improvement and accountability of the FNTI employee team.
- Coordinate resources and supports for Program Advisory Circle, program curriculum developers, instructors, experiential learning staff, etc.
- Provide student information, advisement and referral.
- Develop and maintain positive, collaborative working relationships.

Qualifications and Core Competencies:

- Degree in Education or in a relevant field with 3-years related experience; or a combination of education, training and experience which FNTI deems to be equivalent.
- Strong project management and change management experience required.
- Ability to assess key priorities and balance multiple tasks in a quickly paced setting.
- Experience in an Indigenous setting or educational setting.
- Demonstrated experience in establishing a critical path and curriculum delivery plans.
- Experience in Universal Design for Learning to create learner centred environments.
- Experience working with a variety of educational technologies and other course enhancements designed to encourage active student learning and engagement.
- Experience working in an academic environment, preferably in higher education.
- Sound knowledge of Indigenous higher education priorities and adult learning principles.
- Experience with developing learning outcomes, activities and resources, instructional design, assessment evaluation.
- Must understand the importance of creating accessible, relevant and empowering programming for Indigenous learners and communities that is rooted in Indigenous knowledge.
- Experience in academic research and in developing appropriate surveys, measurement, benchmark and process tools would be an asset.
- Ability to demonstrate an understanding and commitment to quality assurance in an Indigenous Institute, an asset.
- Must be able to demonstrate and articulate the importance of education as a reconciliation tool for Indigenous learners.
- Demonstrate experience with the principles and procedures involved in academic program evaluation and quality assurance, an asset.
- Knowledge of learning technologies and how to use them effectively in course design and delivery.
- Demonstrated coaching and facilitating skills.
- Ability to use sound judgement, exercise tact and discretion, with demonstrated problem-solving skills.
- Capable of working both independently and collaboratively within a team, taking initiative within set parameters.
- Ability to build effective relationships in a cross-cultural setting, specifically as it relates to Indigenous cultures.
- Ability to produce quality written documentation for reports and proposals; proven presentation skills, both oral and written.
- Proficient in computer applications including MS Office 365, email, calendar management, internet, ZOOM, Learning Management Systems, Student Information Systems and other relevant technologies.
- Excellent organizational skills and time management skills to meet tight deadlines.
- Ability to think strategically and analytically with attention to detail.

Conditions of Employment:

- Successful candidate must provide a satisfactory CPIC and vulnerable sector check

- If on location, requirement to wear a mask and comply with Covid-19 protocol including personal protective equipment guidelines, and mandatory weekly rapid testing
- Willing and able to work remotely, based on operational requirements
- Ability to work flexible hours when required

All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.

Please forward your cover letter, resume, and two references by June 6, 2022 at noon, to:

Samantha Souliere, HR Manager
Email: HR@fnti.net

Thank you for your interest with FNTI. Only those selected for an interview will be contacted.

For more information, please visit us at www.fnti.net