

Job Description: First Nation College Indigenous Business Administration Instructor

Position: Indigenous Business Administration Instructor

Term: August 1st, 2024 to July 31st, 2025

Location: First Nation College, Edmonton, Alberta, 18104 - 102 Street N.W.

Faculty: Indigenous Business Administration

Reports to: Dean of Academics

Salary: Commensurate with education and experience

Contact: For more information or to apply, email bryan@kapaweno.ca

Job Summary

The Indigenous Business Administration Instructor will be responsible for delivering high-quality education in business administration with a focus on Indigenous perspectives and practices. This role requires a commitment to promoting Indigenous knowledge and traditions while providing students with the skills and knowledge needed to succeed in the business world.

Key Responsibilities

1. Teaching and Curriculum Development

- Develop and deliver course materials, lectures, and assessments for business administration courses.
- Incorporate Indigenous knowledge, values, and traditions into the curriculum.
- Design and update course content to ensure it meets current academic and industry standards.
- Utilize a variety of teaching methods to accommodate different learning styles.

2. Student Support and Mentorship

- Provide academic advising and support to students.
- Foster a positive and inclusive learning environment.
- Encourage student engagement and participation in class activities.
- Assist students in setting and achieving academic and career goals.

3. Research and Professional Development

- Engage in ongoing professional development to stay current with developments in business administration and Indigenous education.
- Conduct research in relevant fields and incorporate findings into teaching.
- Participate in academic conferences and seminars.

4. Community Engagement and Collaboration

- Build and maintain relationships with Indigenous communities and organizations.
- Collaborate with other faculty members and departments to promote interdisciplinary learning.
- Engage with community partners to provide students with practical learning opportunities.

5. Administrative Duties

- Participate in faculty meetings, committees, and other institutional activities.
- Maintain accurate records of student performance and attendance.

- Contribute to the development and implementation of departmental policies and procedures.
- 6. Innovation in Education**
 - Implement advanced technological systems for virtual classroom streaming and tailored, customized programs.
 - Develop innovative teaching strategies that enhance student learning experiences.
 - Explore new methods of delivering education that respect and incorporate Indigenous expertise and traditions.
- 7. Cross Over Responsibilities**
 - Successful candidates may have Secondary Teaching Assignments at the Junior High and High School Levels. The curriculum will be the Alberta Program of Studies for Grades 7 to 12

Qualifications

- Master's degree in Business Administration, Education, or a related field. A Ph.D. is preferred.
- Experience in teaching or working within Indigenous communities.
- Strong knowledge of Indigenous cultures, values, and traditions.
- Excellent communication and interpersonal skills.
- Ability to inspire and motivate students.
- Proficiency with online teaching platforms and technology.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and three references to bryan@kapaweno.ca. The review of applications will begin immediately and continue until the position is filled.