

Job Description: First Nation College Indigenous Office Administration Instructor

Position: Office Administration Instructor

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

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

Faculty: Indigenous Office 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 Office Administration Instructor will be responsible for delivering high-quality education and training in office administration with a focus on Indigenous perspectives and practices. This role involves preparing and delivering course materials, supporting student learning, and contributing to the development of a culturally enriched curriculum.

Key Responsibilities

1. Teaching and Curriculum Development

- Develop and deliver course materials, lectures, and assessments for office administration courses.
- Integrate Indigenous knowledge, values, and traditions into the curriculum.
- Update and adapt course content to meet current academic and industry standards.
- Employ diverse teaching methods to cater to various learning styles.

2. Student Support and Mentorship

- Provide academic advising and support to students enrolled in the Office Administration program.
- Foster an inclusive and supportive learning environment.
- Encourage student engagement and active participation in class and program activities.
- Assist students with academic and career planning, helping them set and achieve their goals.

3. Office Administration Skills

- Teach students essential office administration skills, including communication, organization, and technology use.
- Instruct on the use of office software, such as word processing, spreadsheets, and database management.
- Emphasize the importance of professionalism, time management, and effective customer service.

4. Professional Development

- Engage in continuous learning to stay current with developments in office administration and Indigenous education.
- Conduct research in relevant fields and incorporate findings into teaching.

- Participate in academic conferences, workshops, and professional development activities.
- 5. Community Engagement and Collaboration**
 - Build and maintain relationships with Indigenous communities and organizations to support the Office Administration program.
 - Collaborate with other faculty members and departments to promote interdisciplinary learning.
 - Facilitate opportunities for students to engage with Indigenous professionals and community leaders.
- 6. Administrative Duties**
 - Maintain accurate records of student performance, attendance, and other relevant data.
 - Assist in the preparation of reports and documentation required by the faculty and administration.
 - Participate in faculty meetings, committees, and other institutional activities.
 - Contribute to the development and implementation of departmental policies and procedures.
- 7. 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.
- 8. 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

- Bachelor's degree in Office Administration, Business Administration, Education, or a related field. A Master's degree 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 office software.

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.