

Job Description: First Nation College Indigenous Financial Management Instructor

Position: Indigenous Financial Management Instructor

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

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

Faculty: Indigenous Financial Management

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 Financial Management Instructor will be responsible for teaching and guiding students in financial management, with an emphasis on Indigenous knowledge and practices. This role involves delivering lectures, developing curriculum, and supporting students in their academic and professional development.

Key Responsibilities

1. Teaching and Curriculum Development

- Develop and deliver course materials, lectures, and assessments for the Financial Management program.
- Integrate Indigenous knowledge, values, and traditions into the curriculum.
- Create and update course content to meet academic standards and industry needs.
- Utilize diverse teaching methods to cater to various learning styles.

2. Student Support and Mentorship

- Provide academic advising and support to students enrolled in the Financial Management program.
- Foster an inclusive and supportive learning environment.
- Encourage student engagement and participation in class and program activities.
- Assist students with their academic and career planning.

3. Financial Management Management Skills

- Teach students the fundamentals of financial management, including but not limited to cash flow management, financial goal setting, financial planning, and the various programs necessary to understand the full expanse of financial management
- Instruct on the use of financial management technologies, databases, and digital resources.
- Emphasize the importance of preserving and promoting Indigenous knowledge and cultural heritage within Financial Management systems.

4. Research and Professional Development

- Stay updated on the latest trends and developments in Financial Management and information science.
- Conduct research in relevant fields and incorporate findings into the curriculum.

- Participate in academic conferences, seminars, and professional development activities.
- 5. Community Engagement and Collaboration**
 - Build and maintain relationships with Indigenous communities and organizations to support the Financial Management program.
 - Collaborate with other faculty members and departments to promote interdisciplinary learning.
 - Facilitate opportunities for students to engage with Indigenous Financial Management 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

- Master's degree in Financial Management and Information Science 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 Financial Management technologies.

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.