



EMPLOYMENT OPPORTUNITY

Internal / External

Manager, Integrated Experiential Learning Office

12 month Contract

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. FNTI is an Indigenous-owned and governed post-secondary institute with 35 years of rich history delivering programming rooted in culture and Indigenous ways of knowing. Our community-driven approach coupled with our intense program delivery method allow our Indigenous learners to maintain connections to family and community while they study and prepare for their future careers. 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 virtually

Job Summary:

The Integrated Experiential Learning Office (IELO), Manager reports to the Academic Dean, Stand-Alone Programs and leads the overall development, administration and quality assurance of Integrated Experiential Learning (IEL) opportunities and integration into program and course-specific deliveries.

The IELO Manager will be accountable to the effectiveness of the IEL components, including continuous improvements in academic and experiential quality, IEL health and growth, and will play a critical role in developing and responding to the needs and demands of the Office. The IELO 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 IELO Manager will also be responsible for supporting, alongside program teams, hybrid teaching models comprising of face-to-face and virtual environments and implementing effective academic frameworks and demonstrating a learner centered approach to all that they do.

The IELO Manager will support development processes, including the development of policies and procedures related to the Integrated Experiential Learning Office, partnership development and coordination, respectful interactions with Program Teams and other stakeholders. The Manager will facilitate, with the Faculty and Cultural Advisors, the delivery of programs that are delivered through and guided by Indigenous Knowledges and Universal Design Principles.

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

Key Responsibilities:

1. Program Development and Quality Assurance:

- Lead the development of the IELO, including relevant policies and procedures.
- Support the development of the 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.
- Support the development and design of course curriculum, outlines and other required documentation as it related to Integrated Experiential Learning components.
- Liaise with external accrediting bodies in collaboration with the Dean to ensure that program deliverables and outcomes meet current Indigenous Advanced Education and Skills Council accreditation standards and regulatory requirements.

- Maintain contemporary knowledge of changing regulations and guidelines that affect course/program offerings and advise the Dean of any implications of these changes.
- 2. Leadership:**
- Supervise IEL staff, including: hiring, assigning and monitoring work, motivating, evaluating, and training and professional development plans.
 - 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 for the IELO.
 - Interacting regularly with Supervisors in placement environments to address and resolve issues or concerns.
 - Customize learner/employer matches by interviewing learners and supporting placement assignments with Faculty approval.
- 3. Administration:**
- Creating, maintaining and updating (as necessary) a manual for Integrated Experiential Learning, per program.
 - Preparation of Memorandums of Understanding with the Senior VP, Academic; Academic Dean; and Director of Marketing, Recruitment, and Community Partnerships, as appropriate.
 - Record and maintaining current, accurate and timely information on status of all partnerships.
 - Coordinate the development and review of program procedures, policies and guidelines to establish and maintain safe learning environments.
 - Prepare program schedules in consultation with FNTI stakeholders to ensure that organizational resources are aligned and that program delivery capacity is available.
 - Present timely and efficient responses to learner placement issues.
 - Review learner evaluations and weekly reports.
 - Provide leadership in curriculum development, renewal and the adoption of Universal Design Principles.
 - Review and approval IEL hours to ensure that learning outcomes are met.
 - Coordinate the completion of annual self-audit reports to ensure quality assurance.
 - Support regular feedback surveys from learners, administration and faculty to ensure continuous IELO improvement
- 4. Coordination:**
- Coordinate resources and supports for experiential learning staff, etc.
 - Coordinate and implement a database for placement opportunities.
 - Coordinate and secure placements for IEL participants with employers, Knowledge Keepers, Language Speakers, grassroots projects, etc.
 - Maintain contact with participating employers, EILO staff and learners.
 - In consultation with the Academic Dean, coordinate training, debriefing sessions and evaluations for IEL learners.
- 5. Liaising:**
- Develop and maintain positive, collaborative working relationships with co-op programs to monitor and evaluate learner progress.
 - Liaise with Program Managers and FNTI's Student Success team to ensure effective deliveries, including the provision of Student Success Coordination as an integral part of program delivery to support program retention plans, case management and wrap-around student supports in Integrated Experiential Learning opportunities.
- 6. Other duties as required.**

Qualifications:

- 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.
- Experience in developing, managing, and/or coordinating experiential learning opportunities.
- Strong project management and change management experience required.
- 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 with Indigenous people and communities and a demonstrated understanding regarding related issues and challenges.
- Experience in academic research and in developing appropriate surveys, measurement, benchmark and process tools would be an asset.
- Demonstrate experience with the principles and procedures involved in academic program evaluation and quality assurance, an asset.

Other Knowledge, Skills and Abilities:

- Ability to develop and maintain collaborative relationships.
- 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.
- 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.
- 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.
- Ability to produce quality written documentation for reports and proposals; proven presentation skills, both oral and written.
- Excellent interpersonal skills including building community relations and working with students.
- Proficient in computer applications including MS Office 365, email, calendar management, internet, ZOOM, Learning Management Systems, Student Information Systems and other relevant technologies.
- Familiarity with content development tools/programs.
- Excellent organizational skills and time management skills to meet tight deadlines.
- Ability to think strategically and analytically with attention to detail.
- 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.

Conditions of Employment:

- Possession of a valid Ontario (or equivalent) class “G” driver’s license is required for on-site positions
- Willing and able to travel is required for on-site positions.
- Successful candidates must provide a satisfactory CPIC and Vulnerable Sector Check.

Please forward cover letter, resume, and two references by October 20, 2023 to:

Samantha Souliere, HR Manager

Email: HR@fnti.net

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.

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