



DEAN/PROGRAM MANAGER DEPARTMENT OF RELATIONAL STUDIES

POSITION SUMMARY: The Dean/Program Manager (DPM) will oversee continued development of the First Nation - Bachelor of Relational Studies (post-diploma) Degree program as well as the programs that feed into the Degree Program: First Nation Child and Family Services, First Nation Addictions and Mental Health and the Jordan's Principle - Community Support Worker Diploma Programs. The DPM will ensure there is coordination between all programs and ensure that all diploma programs' courses are continually revised to meet the academic requirements and flow smoothly into the Degree program and meet required standards at the university level. The DPM will oversee the Coordinators of the feeder programs to ensure academics and teaching personnel are consistent throughout the department. This position is dependent on available funding or until the program has been fully developed. The DPM reports directly to the Director/President of Yellowquill University College.

Duties/Responsibilities

The DPM will:

- Create a three-year strategic plan for this department (2026 – 2029)
- Continue developing the Bachelor of Relational Studies (BRS) program
- Establish and assist the curriculum development committee in ensuring all academic requirements are met: goals and objectives, course outlines, course objectives, course evaluations, cultural continuity, etc.
- Participate in meetings with the Knowledge Circle (Senate) and advisory committees as necessary, ensuring the program meets all academic and cultural requirements
- Coordinate the activities in all program areas: staffing, student selection, curriculum development
- Ensure the feeder programs meet the academic standards and align with the degree program
- Develop program policies and procedures
- Establish a working relationship with partners from similar programs for credit transfers, etc.
- Prepare a program budget for program delivery and approval
- Coordinate the public relations aspect of the program: presentations, calendars, posters with First Nation organizations, communities and other Institutions.
- Other duties as assigned

Knowledge, Skills and Abilities Required

- Extensive experience and knowledge of the traditional and cultural values of First Nations people
- Must have excellent organizing, developing and planning skills
- Must have strong written, verbal, and interpersonal communication skills
- Ability to develop original and appropriate documents and reporting mechanisms
- Ability to develop program policies and budgets
- Knowledge and awareness of the current educational systems and issues affecting First Nation people in Manitoba
- Strong awareness of relationship building/social work practices in Manitoba in relation to First Nations people
- Must be a team player as well as be able to work independently
- Excellent computer skills

Qualifications

- PhD, Master's or Bachelor's Degree in Social Work or a relevant degree
- Relevant combination of work experience and education
- Experience in curriculum development
- Experience working in areas that are affiliated with this program
- Must have three (3) years of experience in program management, administration and supervision.

Preference will be given to candidates with extensive lived experience working with First Nations people and knowledge of traditional and cultural practices.

Conditions of Employment

- Valid Manitoba Driver's License and access to a reliable vehicle
- Ability to work overtime and travel when required
- Salary will be based on a combination of education and experience

A letter of application and a resume with at least **2 references** can be forwarded to:

dstranger@yellowquill.org

Fax: (204) 953-2810