



**PROGRAM MANAGER  
DEPARTMENT OF RELATIONAL STUDIES**

**About Yellowquill University College:**

“Aboriginal people have both the right and the responsibility to educate their people” – it was this vision that inspired the Dakota Ojibway Tribal Council to establish Yellowquill College in 1984. The Council understood that a better future was possible through a First Nation-owned and operated post-secondary institution that provided an alternative for First Nation adults wanting to pursue their education goals. Their vision was to create a school respectful of First Nation cultures and founded on traditional First Nation values (the seven teachings); a place where students could pursue a quality education in a welcoming and supportive environment. YQUC continues with that philosophy as it expands. YQUC is a fast-growing institute that focuses on training First Nation people or others who may wish to work with First Nation people. YQUC proudly fills a gap in the current educational system by focusing on the real needs of First Nation people.

Yellowquill University College celebrated its 40<sup>th</sup> Anniversary on October 1, 2024, and continues to flourish with two University degree programs: a Bachelor of Education/Teaching and a Bachelor of Relational Studies (post-diploma) Degree (a First Nation version of a social work program).

Yellowquill University College is transitioning into an institute that offers College and University Programs. YQUC was granted the ability to offer degrees by the DOTC leadership by resolution in February 2021, and by the province of Manitoba on June 19, 2024 through the Degree Granting Act; and is the process of becoming an institution that is recognized by the Province of Manitoba.

**POSITION SUMMARY:** The Program Manager will oversee the 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 program manager will ensure coordination between all programs. The Program Manager will also ensure that all diploma programs’ courses are continually revised to meet the academic requirements, flow smoothly into the Degree program, and meet requirement standards at a university level. The Program Manager (Dean) will meet with 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 Program Manager reports directly to the Director of Yellowquill University College.

## **Duties/Responsibilities**

- Create a three-year strategic plan for this department (2024 – 2028)
- Oversee and complete the development of 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, etc. for all feeder programs
- Coordinate and participate in meetings with advisory groups and the curriculum development committees as is necessary to ensure that all programs meet all academic requirements
- Coordinate the activities in all program areas: staffing, student selection, curriculum development
- Coordinate and ensure the programs are ready for the accreditation process for the BRS Degree program and with the accreditation of the feeder programs -FN-A&MH diploma.
- 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 of similar programs for credit transfers, etc.
- Prepare a program budget for program delivery
- Coordinate the public relations aspect of the program: presentations, calendars, and posters with First Nation organizations, communities and other Institutions.
- Other duties that will arise as this is a new area of development

## **Qualifications**

PhD, Master's or Bachelor's Degree in Social Work or relevant degree

Relevant combination of work experience and education

Experience in curriculum development

Experience in 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 experience working with First Nation peoples, knowledge, language, and cultural practices.

## **Knowledge, Skills and Abilities Required**

- Must have excellent organizing, developing and planning skills
- Must have strong written and verbal communication skills
- Must have excellent interpersonal communication skills
- Ability to develop original and appropriate documents
- 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 with First Nation people
- Must be a team player as well as be able to work independently
- Excellent computer skills

### **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](mailto:dstranger@yellowquill.org)

Fax: (204) 953-2810