

LEVEL UP

RECRUITMENT

President & CEO

Our client, Old Sun Community College, is looking for a President & CEO to lead their team located in Siksika Nation, in Southern Alberta just southeast of Calgary. This is an opportunity to work within the educational system to support student learning and well-being which are enhanced through partnerships and engagement with students, staff and the community.

Essential Job Functions:

- CEO/President
- People and Operations management
- Financial Administration
- Strategy/Leadership
- Non-profit Management



Old Sun Community College (OSCC) was established in 1971, and has been providing quality courses, programs and services tailored to meet the needs of the Siksika Nation and individuals while preserving the Siksika Way of Life. Old Sun Community College is named after a Blackfoot warrior, peacemaker, medicine man, spiritual leader and Treaty 7 signatory Old Sun.

The mandate of Old Sun Community College is to provide broad programming including certificates, diplomas, foundational learning, and upgrading programs. Programming currently has a focus on post-secondary education, information technology, Siksika Knowledge studies and foundational learning programs including adult literacy, and academic upgrading. With the college continually growing, we hope to expand program offerings beyond what is currently offered.

Old Sun Community College is governed by a Board of Governors and Shareholders. Old Sun Community College currently serves the Siksika Nation and its membership both on and off the Nation.

OSCC is seeking a strategic, innovative, collaborative and dynamic President & CEO to provide the college with leadership and direction on a variety of internal and external affairs. The President will be responsible for elevating and supporting the mission, strategies and developments of the College as a whole. In fulfilling this role, the President will act in a manner that aligns with the cultural protocols of the Siksika Nation and act in accordance with the OSCC policies and procedures.

Reporting to the OSCC Board of Governors, the President & CEO is accountable for the operations of the College and provides the vision and leadership to staff to ensure that

the College is successful and in alignment with the College's Mission, Vision, Values and policies.,

Duties & Responsibilities

- Oversees and works closely with the Vice-President on all business operations and financial activities of the College such as accounting, revenue/expense tracking, budget analysis/ reporting, forecasting and general operations.
- Explores opportunities for partnerships, investors, alliances and other forms of sustainable funding streams or business development initiatives.
- Develops and supports holistic and inclusive initiatives that address the unique and complex needs of our students and create outcomes that preserve the student experience.
- Responds to and includes feedback on student concerns or issues as needed.
- Improves quality programming through analysis and collaboration with faculty and Senior Management.
- Evaluates current and future staffing competencies and implements appropriate succession plans.
- Actively participates in planning, development and problem-solving with the Board of Governors, Senior Leadership Team and faculty members.
- Defines the strategy and vision of the college and works towards the college's progress and delivery.
- Maintains a positive working relationship with the Board of Governors/shareholders and provides the appropriate updates/reports/communication when requested.
- Keeps Board of Governors apprised of decisions or actionable items required by the Board.
- Reviews policy, and procedures for the College and ensure compliance and alignment with both OSCC values and Siksika Nation values.
- Responsible for the public relations of the College and demonstrates conduct that represents the Siksika traditional values and beliefs, and acts as a liaison.
- Observes and anticipates potential industry challenges or trends and is able to guide the College, students and stakeholders through times of uncertainty.
- Additional duties may be required when assigned.

Qualifications

Education:

- A minimum of a completed Master's degree in Education, Business or a related discipline
- A combination of education coupled with proven leadership experience will be prioritized for consideration where relevant.

Experience:

- Experience with Educational leadership or Education Management

- Experience working in a Management capacity within a First Nations, Not-for-Profit environment, or an Educational Institution (preference for Indigenous Educational Institutions)
- Knowledge and understanding of First Nations barriers surrounding programming and legislation.
- Knowledge of Education and Indigenous Funding models required such as Indigenous Services Canada (ISC) and First Nations Adult & Higher Education Consortium (FNAHEC)

Knowledge, Skills and Abilities Required:

Educational Philosophy, Vision and Values of the Siksika Nation:

Creating a culture of lifelong learning, grounded in Siksika culture, language, history and knowledge. Building an educational community that is focused on teaching, learning, and healing from historical trauma, while moving in a positive direction for the future.

Visionary & Strategic Leadership:

A recognized leader that can articulate the College's vision and can generate "buy-in" within the Organization and external stakeholders and guides others to achieve exceptional results. A forward and critical thinker that is adaptable in a fast-paced environment.

Leadership and Interpersonal Skills:

Motivating, developing, and directing people as they work, identifying the best people for the job. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Written and Oral Communication Skills:

The ability to articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to inform, instruct, and persuade), to a variety of audiences, as well as to listen for meaning and understanding.

Analytical and Decision-Making Skills:

The capacity to apply higher-level, process-oriented thinking, consider an issue from a range of possible perspectives and use that reasoning to make decisions. Compile and analyze data and evidence to make the best decisions for the college.

Entrepreneurial Mindset:

Identify and make the most of opportunities, overcome and learn from setbacks, and succeed in a variety of settings. An applicant must be flexible & adaptable, future-oriented, comfortable with risks, show initiative, be self-reliant, creative, collaborative and able to recognize opportunities for the college.

Innovative Thinking:

Think outside the box to achieve goals, or come up with novel solutions to difficult situations using the environment, objects, or circumstances in a new and innovative

way. Building the capacity of the team within the college, to bring the college into alignment and competition with other similar institutions.

Truth and Reconciliation:

An awareness and/or experience with Truth and Reconciliation in an Indigenous community, (preference within the Blackfoot community), around culture and experiences related to issues and barriers for equal opportunities, social enterprise/self-employment, intergenerational trauma and education.

How to Apply:

If you are interested in this opportunity, please send an email including a cover letter and your resume to Wendy Simpson wsimpson@leveluprecruitment.ca

Position Type: Permanent/Full-time

Hours: Monday to Friday; 37.5 hours per week

Travel: Minimal; less than 15%

Compensation: to be discussed - competitive salary, group health and matching RRSP plan

Location: Siksika Nation, Alberta

Start date: March 1, 2023 (or a mutually agreed upon date)

Last date for application: February 3, 2023

Although we thank all applicants for their interest in this position, only qualified candidates will be contacted for an interview. Please apply by sending your resume in confidence to Your Name, Title, and Email.

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We look forward to hearing from you!

