EMPLOYMENT OPPORTUNITY

SIKSIKA KNOWLEDGE PROGRAM COORDINATOR

SERVICE AREA:	**Post Secondary**
DEPARTMENT:	**Old Sun Community College**
POSITION:	**Siksika Knowledge Program Coordinator**
WAGE:	**Wage based on Education and Experience**
TERM:	**2 Year term Contract**
DATE POSTED:	**November 9, 2026**
DEADLINE:	**November 20, 2026**

GENERAL STATEMENT OF DUTIES:

The incumbent is assigned to serve as administrator, student advisor, course instructor and staff supervisor for the Siksika Knowledge program. The incumbent will also represent the program accreditation and coordinate all activities directly related to program delivery.

SUPERVISION EXCERCISED:
The SK Coordinator will supervise program administrative staff, program sessional instructors and, as designated by the President, any other contract or part-time program staff directly concerned with program development and delivery.

The SK Coordinator will maintain a professional collegial relationship, excluding supervisory duties, with the other full-time OSCC Program Instructor(s) and OSCC Coordinator(s).

SUPERVISION RECEIVED:
The SK Coordinator will report to the President or their designate.

DUTIES AND RESPONSIBILITIES: Duties and responsibilities include but are not limited to the following:

- Respect and seek guidance from ceremonial knowledge keepers;
- Work closely with Advisory committees consisting of Ceremonial Knowledge Keepers (for cultural knowledge), Seniors (for life experiences), community members with relevant experience for special projects;
- Work with the elders in residence to coordinate cultural activities and services within the college;
- Ensure that there is an end of course assessment for all Siksika Studies courses;
- Write proposals for any suggested Siksika Knowledge Initiatives;
- Complete all reporting for projects;
- Facilitate the development or collection of resources for SK courses;
- Ensure that an inventory of all resources is maintained;
- Coordinate in-service workshops on Culture and language revitalization strategies;
- Develop more Siksika Knowledge courses as identified by OSCC;
- Work closely with College administration and other staff to ensure the college honors Siksika traditions and hosts cultural activities;

- Manage existing and new partnerships with institutions and existing agencies as approved by OSCC;
- Plan, organize, direct and coordinate the ongoing development and delivery of the SK Program and course delivery;
- Teach SK courses as mutually agreed by consultation with the President or their designate and other program instructors;
- Facilitate the hiring, onboarding, orienting, ongoing supervising and any assigned evaluating of program administrative staff and all SK program sessional instructors following guideline of SK Advisory Committee;
- Ensure ongoing adherence of everyone participating in the program to College academic policies, especially those concerning student behavior, progress, suitability and achievement;
- Coordinate all activities and serve as primary College and program liaison with SK Advisory Committee as established by OSCC Board of Governors;
- Develop, maintain, and enhance professional collegial relationships essential for effective program delivery with other OSCC staff, students and SK Advisory Committee members, facilitators, past, present, and future program students, Siksika Nation members and those relevant provincial and national scope;
- Maintain and develop annual operating budgets in consultation with other OSCC staff and, as required develop additional program funding proposals;
- Conduct all research and consultations, gather all relevant documentation and assure timely production and completion of all requirements for ongoing ACAT course transferability ongoing alignment with educational program standards, and First Nation College's;
- Coordinate and ensure completion of any cooperative, collaborative, and collegial instructor staff evaluation and course evaluation accredited through WINHEC and NAIB.
- Assist in the ongoing professional development of program instructors and staff;

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

- Excellent relationship building skills;
- Consistently collaborative, cooperative, collegial and committed to consensual decision-making;
- Exceptional verbal and written communication skills;
- Highly developed knowledge of Siksika language, traditional and contemporary values, beliefs and practices;
- Extensive knowledge of how to confront the impact of historical and contemporary colonialism and oppression of Indigenous peoples;
- Trauma-informed and equity-focused;
- A creative, holistic, critical thinker;

EDUCATION AND EXPERIENCE:

- Completion of an accredited Master of Education (or Relevant Degree);
- Direct experience of facilitating human development, healing, and learning;
- Possess leadership skills including supervisory experience for teacher/course assessment;
- Extensive experience in curriculum and resource development;
- Possess proposal and grant writing capabilities;

OTHER FACTORS

- Must be familiar with Siksika language, culture and history;
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College;

WORK ENVIRONMENT

- General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs.
- Expectations of professional conduct during office hours and a positive attitude toward community at all times.
- Works with a team at varying capacities and also must be able to work independently.

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All applicants must include the following:

1. Diploma/Certificates and or/other pertinent related documents.
2. Clear Criminal Record Check.
3. A valid driver's license
4. A list of three people who will be sending letters of reference directly to OSCC

Please Note: Only **complete** applications will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.