

# Indigenous Research Support Coordinator

Department: Yellowhead Institute, Faculty of Arts

Position Supervisor: TBD

Contract Length: ASAP - July 30, 2020

Hours of work per week: 24 hours/week

Position Type: Non-union casual

Rate of Pay: \$25-\$30 per hour

## ABOUT RYERSON

At the intersection of mind and action, Ryerson is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

Ryerson University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

As an employer, we are working towards a people first culture and are proud to have been selected as one of Canada's Best Diversity Employers and a Greater Toronto's Top Employer for 2017, 2018 and 2019. To learn more about our work environment, colleagues, leaders, students and innovative educational environment, visit [www.ryerson.ca](http://www.ryerson.ca), check out [@RyersonU](#), [@RyersonHR](#) and [@RyersonECI](#) on Twitter, and visit our [LinkedIn company page](#).

## ABOUT THE PROGRAM

### Faculty of Arts

The Faculty of Arts connects academic excellence with relevant results, encouraging active and critical minds. We stimulate awareness for better understanding through examination of the past and present, both locally and globally. Through collaboration and inclusion – of diverse ideas, people, and cultures – we inform innovative policy and drive positive change for community and individual empowerment.

The Faculty of Arts empowers students, graduates and faculty members to become local and global citizens, leaders who are catalysts for positive change in society and our communities.

### **Yellowhead Institute**

Housed in the Faculty of Arts, the Yellowhead Institute is a First Nation-led research centre. Privileging First Nation philosophy and rooted in community networks, Yellowhead is focused on policies related to land and governance. The Institute offers critical and accessible resources for communities in their pursuit of self-determination. It also aims to foster education and dialogue on First Nation governance across fields of study, between the University and the wider community, among Indigenous peoples and Canadians.

### **THE OPPORTUNITY**

As a member of the Office of the Dean, the Indigenous Research Support Coordinator will:

- Support for financial reconciliation of expenses relating to Yellowhead and Indigenous faculty research projects;
- Coordinate project specific and annual Yellowhead work-plans with budget development related to research;
- Provide administrative research support within the Faculty of Arts, including budget support, analysis and internal reporting in accordance with generally accepted accounting principles, university and funding agency policies and protocols;
- Support the Faculty in university-wide conversations around honorariums and financial policy generally when working with Indigenous collaborators;
- Provide research, writing, and review support for grant proposals for Yellowhead and Indigenous Faculty;

### **QUALIFICATIONS**

- Excellent verbal and written communication skills;
- Strong organizational and time management skills;
- Experience with financial management (experience with Ryerson University Financial Information System is an asset)
- Experience with public and private grant writing and reporting;
- Working with and/or in Indigenous communities (specifically around education) is an asset.

### **HOW TO APPLY**

Please send a copy of your cover letter and resume to [info@yellowheadinstitute.org](mailto:info@yellowheadinstitute.org) by 4:00pm on Monday, February 17, 2020 .

### **Ryerson's commitment to equity, diversity and inclusion**

We encourage all First Nations, Metis and Inuit or Indigenous peoples of North America, to self-identify in their applications.