



Agency Title:	<b>Indigenous Advanced Education and Skills Council (IAESC)</b>
Position Title:	Senior Quality Assurance Advisor
Position Type:	Full-time, permanent
Location:	Remote, in Ontario
Salary	\$85,000 - \$110,000 annually
Posting Date	April 28, 2025
Apply By	May 26, 2025
Description:	<p>The Indigenous Advanced Education and Skills Council (IAESC) is seeking a specialist in Indigenous Higher Education to work as a Senior Quality Assurance Advisor, to assist in reviewing new academic programs at Ontario's nine Indigenous Institutes. As an Indigenous lead and governed Organization, preference will be given to applicants who self-identify as Indigenous (First Nation, Metis or Inuit).</p> <p>IAESC is recognized in Ontario Regulation 239/18 under the <i>Indigenous Institutes Act, 2017</i>, and acts as the organizational body that reviews and approves Indigenous Institutes to grant diplomas, certificates and degrees after conducting an impartial and independent quality assurance review. IAESC is a not-for-profit, non-political, Indigenous-controlled and governed council, that is accountable to Indigenous communities and learners.</p> <p>The Senior Quality Assurance advisor will be working remotely, but <u>must be able to travel to Rama First Nation approximately once per month</u>. Costs of travel and accommodation for these meetings can be covered by IAESC.</p> <p>In addition to the benefit of remote work, IAESC employees receive:</p> <ul style="list-style-type: none"><li>• Competitive salaries</li><li>• Extended health and dental benefits</li><li>• Fridays off during July and August</li><li>• CAAT Pension Plan</li></ul>
Qualifications & Required Skills:	<ul style="list-style-type: none"><li>• Graduate Degree in Education/closely related field or equivalent experience may be considered.</li></ul>

	<ul style="list-style-type: none"> <li>• Lived experience as an Indigenous person (First Nation, Metis or Inuit) with a strong understanding of Indigenous culture, history and traditions.</li> <li>• Experience in the field of Indigenous higher education or academic programming; comprehensive understanding of academic programming and higher education, specifically in Indigenous communities or with Indigenous perspectives.</li> <li>• Expertise in conducting research, writing papers and/or reports, and reviewing/copy-editing.</li> <li>• Demonstrated ability to work independently and collaboratively to meet frequent deadlines.</li> <li>• Travel as requested for meetings, training, and/or site visits.</li> <li>• Ability to effectively and efficiently read and review large volumes of text.</li> <li>• Proficiency with Microsoft Office products. Experience working with online application and assessment tools an asset.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Review applications and documents submitted by Ontario's Indigenous Institutes to ensure a high level of quality, especially by ensuring that applications meet the Standards and Benchmarks outlined by IAESC for Bachelor's, Bachelor's with Honours, and Certificates and Diplomas.</li> <li>• Conduct research to support the ongoing development and refinement of IAESC's Standards and Benchmarks.</li> <li>• Conduct comprehensive assessments of program proposals, including curriculum content, instructional approaches, program outcomes, and program evaluation plans.</li> <li>• Contribute to a positive, fast paced &amp; collaborative team environment.</li> <li>• Support program applications and evaluations from beginning to end, including through IAESC's online application portal.</li> <li>• Attend meetings, effectively communicate and collaborate with IAESC colleagues, as well as the Indigenous Institutes.</li> </ul>
Closing Date:	May 26, 2025 11:59pm
<p>If you meet the qualifications and are interested in joining IAESC to advance Indigenous education in Ontario, please submit a Cover Letter (2 pages max) Resume, and contact details for two References, subject line "Senior Quality Assurance Advisor," to <a href="mailto:qa@iaesc.ca">qa@iaesc.ca</a>.</p> <p><b>We thank all interested applicants but only those applicants selected for an interview will be contacted.</b></p>	

