



INDIGENOUS KNOWLEDGE & WISDOM CENTRE

Indigenous Knowledge & Wisdom Centre (IKWC)

Data Protocol & IT Manager

IKWC is seeking an experienced Data Protocol & IT Manager to develop, capture and implement traditional knowledge for IKWC's Virtual Library, assisting in an area of critical importance to the central strategy of the organization; from an Indigenous perspective. As part of the Innovation and Research team, you will be involved in the strategic development of the IKWC Virtual Library to ensure the true, authentic voice, past and present, is accurately documented and conveyed in the most respectful and ethical way. The IKWC Data Protocol & IT Manager will report directly to the IKWC Director of Innovation & Research.

As the IKWC- Data Protocol & IT Manager you will:

- Catalogue and classify Virtual Library resources in accordance with the MARC catalogue system.
- Develop and recommend a data protocol agreement for the Virtual Library.
- Develop a process to measure the impact of the Virtual Library in our Treaty No.6, Treaty No.7, and Treaty No.8 schools from K-12.
- Compile and interpret statistics and prepare a report.
- Oversee training and instruction of the Virtual Library to IKWC staff and schools.
- Design, plan, implement and evaluate the present and future automation needs of the Virtual Library, making recommendations for implementation to the Administration.
- Be a research member, capable of maintaining the confidence and cooperation of the Innovation and Research team.
- Effectively and efficiently assist in the research program and administrative affairs of the department.

- Be a research member, capable of assisting in creating an environment conducive to intellectual and research growth.
- Assisting in transferring Indigenous Knowledge to our Nations through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property).
- Assist and participate in cultural and special events and other duties as required from time-to-time.

Qualifications:

- Bachelor's Degree in Political Science, Arts, Applied Information Systems Technology, or a relevant field is preferred.
- Strong Information Technology skills; web-based library experience will be an asset.
- Detail-oriented with excellent organization and time management skills
- Ability to work well under pressure and use good judgement in assessing difficult situations
- Excellent understanding of First Nations protocols
- Strong written/oral communication, research, proofreading and leadership skills
- Demonstrated ability in using MS Office applications (Word, Excel and PowerPoint) is required
- Understanding of the MARC cataloguing system.
- Reliable mode of transportation and valid driver's license.

CLOSING DATE: DEADLINE 4:30 p.m. January 12, 2018

SUBMIT: A cover letter, resume and three references to

The Indigenous Knowledge & Wisdom Centre (IKWC)
 Suite 201, 11710-Kingway Avenue, Edmonton, Alberta T5G 0X5
Attention: Clayton Kootenay, Interim CEO ceo@ikwc.org
 Resumes may also be emailed to: admin@ikwc.org

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.