

Learning Generalist

Location: Shingwauk Kinooamaage Gamig (SKG) – Campus
Employment Type: Full-Time Contract (7 Month Contract, 35 hours/week)
Reports To: Director of Academics
Salary: \$58,240.00 Annually

Position Summary

The Learning Generalist will be responsible for supporting the design, development, coordination, delivery, and continuous improvement of educational programs and learning experiences at Shingwauk Kinooamaage Gamig (SKG). This position contributes to the development and implementation of learner-centred approaches that support academic excellence, student success, and SKG’s strategic priorities. Key responsibilities include curriculum development, instructional design, learner support, educational resource development, assessment, professional learning, and continuous improvement of educational practices. The role supports the respectful integration of Indigenous knowledge, Anishinaabe values, cultural teachings, and land-based learning into educational programming. Working collaboratively with academic leadership, instructors, staff, Elders, Knowledge Keepers, students, and community partners, this position supports a culturally responsive and inclusive learning environment that advances SKG’s vision and mission as an Indigenous-governed postsecondary institution.

Key Responsibilities

- Support the development, review, and continuous improvement of academic courses, programs, workshops, and learning initiatives to ensure alignment with institutional goals and learning outcomes.
- Collaborate with instructors, academic leadership, and subject-matter experts to support curriculum planning, instructional design, assessment development, and effective teaching practices.
- Develop, adapt, and maintain educational materials, learning resources, digital content, and instructional tools that support diverse learner needs.
- Provide instructional support and guidance to faculty and staff on teaching strategies, educational technologies, learning platforms, and learner engagement.
- Support initiatives that enhance student engagement, retention, academic success, accessibility, and culturally safe learning environments.
- Work collaboratively with Elders, Knowledge Keepers, instructors, and community partners to support the respectful integration of Anishinaabe knowledge, Indigenous pedagogies, cultural teachings, and land-based learning opportunities.
- Assist in the planning, coordination, and delivery of professional development opportunities, workshops, and training resources for instructors and staff.
- Support curriculum mapping, program reviews, learning assessments, and quality assurance processes to promote continuous improvement in teaching and learning.
- Collect and evaluate learner and instructor feedback, monitor learning outcomes, and prepare reports and recommendations to support institutional planning and decision-making.
- Collaborate with academic departments, student services, leadership, and external partners to support educational programming and institutional initiatives.
- Coordinate and contribute to learning-related projects, including project planning, resource development, timelines, reporting, and implementation.
- Perform other related duties as assigned to support the academic and operational needs of SKG.

Qualifications & Requirements

- Post-secondary degree or diploma in Education, Adult Education, Indigenous Education, Instructional Design, Learning & Development, Educational Leadership, or a related field. An equivalent combination of education, training, and relevant work experience may be considered.
- Demonstrated experience in education, adult learning, post-secondary education, curriculum development, professional development, or a related field.
- Knowledge of educational technologies, digital learning resources, and learning management systems.
- Experience supporting program evaluation, quality assurance, and continuous improvement initiatives.
- Experience working within Indigenous communities, organizations, or post-secondary institutions would be considered an asset.
- Strong understanding of Anishinaabe values, Indigenous governance, cultural protocols, and Indigenous postsecondary education.
- A clean and current CPIC
- A valid driver’s Class G license

Shingwauk Kinooamaage Gamig offers a culturally grounded, Indigenous – governed post – secondary environment rooted in Anishinaabe values and relational accountability, a celebrative and community centered workplace where your voice and creativity help shape institutional growth, along with professional development opportunities within a growing Indigenous institute.

How to Apply

Interested applicants can submit a cover letter, resume and three (3) references by: **November 3rd, 2026 @ 4:30pm.** Please Include **“Learning Generalist”** when submitting;
Email: careers@shingwauku.org

Human Resources | Shingwauk Kinooamaage Gamig
1491 Queen Street E, Sault Ste. Marie, ON. P6A 2G5

For a full copy of Job Description please email: careers@shingwauku.org

Preference will be given to Indigenous Applicants. We thank all applicants for their interest; however, only those selected for interview will be contacted.