Job Profile

IDENTIFICATION

Job Title:	Academic Initiatives Officer – North2north program	**Division:**	Office of the Provost
Title of Immediate Supervisor:	Nicole Percival	**Position Number:**	YC1967
Supervisor's Title:	**Academic and Research Initiatives Officer**	**Effective Date:**	*September 2026*

Purpose of the Role

In collaboration with the supervisor, this position is responsible for coordinating and facilitating the north2north (n2n) Student Mobility Funding Project and supporting student exchange initiatives.

The north2north (n2n) program is the University of the Arctic (UArctic) student mobility program, providing students and staff with unique opportunities to study, teach, and learn at partner institutions across the circumpolar North.

Supported by funding from Global Affairs Canada (GAC), YukonU administers the Canadian north2north mobility program and contributes to other UArctic initiatives. This position oversees the administration and allocation of national n2n funding within Canada, with a particular focus on expanding access to mobility opportunities for students attending northern post-secondary institutions. The role works collaboratively with Canadian and international partners to promote participation and ensures effective program delivery.

Key Responsibilities

Indicate the key responsibilities of the job (maximum 5-7). Main duties/responsibilities are used to define the work that needs to be performed in a job on a regular basis (this is not a list of tasks). Indicate important details to provide a broad overview of the role and its responsibilities. Include the impact the job will have on the organizations' results and level and type of interactions the job has both within and outside the organization. Begin your statement using an action verb, if possible.

Administration

Administration of all aspects of the n2n program, including the following: Use of appropriate methodologies and record keeping to ensure the reporting requirements of the n2n project are upheld; accountable for administering project budgets; carry out annual (or biannual) exchange funding application process(s) in a collaborative and transparent manner; identify and monitor risk(s) associated with project initiatives and ensure that initiatives are in keeping with university policies and funding agreement; continuously seek to analyse and improve on project activities and administrative processes.

Coordination and fostering relationships

Promotion of n2n to students, staff and faculty across Northern Canada. Supporting YukonU student and staff exchanges and incoming student exchanges to YukonU. This can include planning and delivering n2n workshops that inform prospective participants about n2n opportunities. This position is responsible for the coordination of the Canadian n2n program which entails meeting with and providing information to national and international counterparts and being the central point of contact for the n2n project in Canada. Be familiar with the UArctic n2n guidelines. Communicate effectively with internal and external stakeholders.

Reporting

Ensure that reporting on financial and project activities occurs on time and within budget as stated in agreement with GAC and as required by YukonU. Provide background information and assistance to the supervisor on any challenges related to project activities or financial requirements.

Other duties include supporting travel and logistics, support northern group exchange coordination and logistics, attending internal meetings (Chairs, Deans, Faculty Council, etc.), chairing working groups, and other activities as required.

People Leadership

What type of leadership and/or supervisory responsibility for other employees of the organization does this role have? This includes the nature of and complexity of leadership required in the role. Leadership over a project or thought leadership should be included.

No direct supervision of YukonU employees.

As the main point of contact for the Canadian n2n portfolio the position is expected to deliver information sessions and coordinate feedback from other Canadian n2n coordinators. Reporting on Canadian n2n exchange activities and being the main point of contact for information about funding opportunities and processes.

JOB ELEMENTS

Decision - Making

Indicate typical decisions made independently and/or those that the job is involved with (less than 5). A decision may consist of a choice of a specific course of action or the choice to recommend course of action to someone else. It may impact resources, policy or program development direction, compliance, service, or program delivery, etc.

Statements should provide indications on the nature of the involvement (recommending, advising or formal sign off).

In conjunction with the *pan-northern steering committee* decisions about funding allocation should be based on the annual budget and available funds, annual and project targets, and a pre-determined rubric or other established and agreed upon decision tool.

Scoping and costing of all n2n activities.

Provision of accurate information to funders, partners, students and faculty.

Periodically chairing meetings as well as scheduling and tasks. Position is accountable for ensuring the project team(s) meet on a regular basis and projects continue to move forward.

Document creation including promotional material, administrative processes and tools, and reports. The position is responsible for creating required reports and providing them to the supervisor before final approval by Provost.

In addition, the position should recommend changes to the project plan to be approved by Provost and/or GAC as necessary.

Communication and contacts

Indicate the main interactions (including verbal and written interactions) taking place on a normal and regular basis, with Yukon University's internal or external contacts, partners and/or interest groups. Describe the nature of communication, if possible, using action verbs such as exchange/share, questions and explain, counsel, influence, convince, etc. Given the breadth of situations in which interpersonal skills can be applied, particular attention should be paid to the purpose for interaction, the context and the frequency.

The position requires strong verbal, written, facilitation, and relationship-management skills to work effectively with individuals from diverse cultural, academic, and professional backgrounds.

Complex program and funding information needs to be communicated clearly through written materials and information sessions. The position works directly with students and staff to explain the exchange process, including mobility opportunities, academic requirements, and application procedures. As the central point of contact for the Canadian n2n program this position will provide information, coordinate activities, promote funding opportunities at least quarterly to the broader network of n2n coordinators across the country. Communication with the funder will be predominantly through the creation of annual and semi-annual reports and email.

Communication with internal contacts will vary with some examples being seeking advice and guidance from finance and procurement offices to internal promotion of funding opportunities broadly across the university.

Knowledge and Experience

- Undergraduate degree or two years' relevant experience in university administration or coordinating large projects in an educational environment
- Experience coordinating various stakeholders and facilitating feedback sessions
- Ability to follow and implement academic and exchange policies and procedures

- Effective proactive problem solving and conflict resolution skills
- Strong interpersonal skills in multicultural/international contexts
- Working knowledge of project administration, and project planning
- Experience establishing and managing project budgets
- Strong analytical, critical thinking, and problem-solving skills
- The ability to work effectively in environments with a high degree of ambiguity
- Strong writing skills, responsible for producing a range of high-quality documents
- Strong organizational, planning, and time management skills, with the ability to manage multiple priorities and meet deadlines
- Excellent communication and facilitation skills.
- Team builder
- Able to identify and solve problems with/without team.
- Experience in stakeholder engagement, expectations and relationship management;
- Be able to both negotiate and influence.

Personal suitability is a priority for this position as the incumbent will be working closely with a broad range of individuals throughout the University as well as within the community; and specifically, within the academic divisions.

WORKING CONDITIONS

Specific Working Conditions & Requirements

Indicate any exceptional or challenging working conditions and/or requirements associated with this position (for example, requirements to respond to clients in opposing time zones, to travel extensively, physical effort, which are an inherent part of the job, etc.).

The position is predominantly desk-based and involves extended periods of computer work. There is an expectation to respond to emails in a timely manner and to meet regular cyclical critical deadlines. As this is a collaborative project involving multiple partner organizations, the incumbent will at times receive direction from more than one source.

Due to the involvement of international stakeholders, meetings will occasionally be scheduled outside of regular working hours to accommodate different time zones. This is expected to occur approximately 12 times per year.

Travel is required, with an anticipated two trips annually, each ranging from 3 to 6 days in duration. Travel destinations may include Europe and North America. Travel by air in most cases.

Physical demands of the position are minimal and are generally limited to the occasional lifting and transport of AV equipment or promotional materials weighing up to 5 kg.