



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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LIAISON ASSISTANT

Job ID	27382-3285	
Web Address	https://careers.indigenous.link/viewjob?jobname=27382-3285	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-07-08	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Department, Unit or Project Description:Indigenous Student Services is focused on supporting and enhancing the experience and success of Indigenous learners at McMaster. The department promotes McMaster as the university of choice for Indigenous learners and delivers culturally appropriate services to support transition, retention and development.Job Summary:

Aids in the coordination, development and delivery of presentations to Indigenous communities regarding the University, Faculties’ and Programs.Accountabilities:

1. Participates in the development and delivers presentations to potential applicants, families and guidance counsellors.
2. Respond to inquiries from prospective students in person, telephone or electronically.
3. Update, maintain, and verify information in a variety of databases and spreadsheets.
4. Assist with booking and scheduling of visits and other administrative functions as required.

Qualifications:

Education: University Degree. A McMaster degree is considered an asset.

Experience: Knowledge of secondary school systems.

Valid G-License and vehicle are required.

Assets:

Ability to use Microsoft Office suite applications (Word, Excel, Outlook, etc.)

Experience using social media for professional or community purposes

Able to carry out general office administrative tasks with minimal supervision.

Good verbal and written communication skills.

Strong organizational skills.

Knowledge of Indigenous communities (local, provincial, and national).

Available to work evenings and weekends on occasion.Additional Information:

Involves some travel in southern Ontario.

For more information, visit McMaster University for LIAISON ASSISTANT