



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.Links 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

Date Printed: 2025/05/23

Special Projects Officer

Job ID	00-70-30-51-60-2C
Web Address	https://careers.indigenous.link/viewjob?jobname=00-70-30-51-60-2C
Company	University Of Toronto, Temerty Faculty Of Medicine
Location	Toronto, Ontario
Date Posted	From: 2024-02-16 To: 2024-08-14
Job	Type: Fixed-term Category: Education
Job Salary	\$83, 150 - \$106, 336 per year
Languages	English

Description

Date Posted: 02/16/2024

Req ID: 36024

Faculty/Division: Temerty Faculty of Medicine

Department: Office of Access and Outreach

Campus: St. George (Downtown Toronto)

Position Number: 00056029

Description:

About us:

Home to over 40 departments and institutes, the University of Toronto's Temerty Faculty of Medicine lies at the heart of the Toronto Academic Health Science Network and is a global leader in ground-breaking research and education, spanning clinical medicine, basic science and the rehabilitation sciences sectors.

Your opportunity:

The Office of Access and Outreach creates pathways for future learners and communities who face systemic barriers to connect with Temerty Faculty of Medicine educational opportunities, with the goal of increasing representation in our academic programs. We do this by centering the communities we work with within the development and implementation process of our programs. To do this work, we need to build authentic, transparent, trauma-informed relationships with community. Our work also supports Recommendation Eight in the Temerty Faculty of Medicine EDI Action plan, to expand pathway, recruitment, and retention programming for learners and faculty members across all academic programs.

As Special Projects Officer, you will play an integral role in the development of the Black Student Application Program (BSAP) and the Indigenous Student Application Program (ISAP) across Temerty Medicine. Superior planning and consultation skills will be essential for this new role, as you work towards developing pathway committees for Research and Health Sciences and Rehab Sciences, and leading the implementation of BSAP and ISAP pathways in close collaboration with community partners and internal stakeholders, including students, faculty and staff. You will also develop a framework with the intent of sharing wise practices across academic areas to maintain and reinforce a culture of excellence.

Your responsibilities will include:

Building and strengthening relationships with stakeholders and partners of strategic importance

Advising on best practices and strategies for effective change management

Developing and implementing community engagement strategies and plans

Researching, analyzing and recommending solutions to project challenges

Developing, revising and operationalizing business processes that support unit activities and objectives

Preparing detailed data analysis to support decision making regarding important administrative policy

Essential Qualifications:

Bachelor's Degree or acceptable combination of equivalent experience

Minimum 5 years of experience advancing EDIIA projects and outreach programs

Professional experience in understanding of EDIIA issues in a higher education or a hospital environment, and proven experience navigating institutions to implement meaningful solutions

Demonstrated experience working with Indigenous, Black and equity-deserving populations

Demonstrated project management experience, including process development, implementation and evaluation

Experience developing project plans, reports, and communications and community engagement plans

Experiencing supporting committees and acting as an advisory resource

Experience leading workshops and seminars, and presenting to diverse audiences

Advanced proficiency with MS Office 365, including MS Teams and video conferencing platforms

Superior communication, interpersonal, organizational and problem solving skills

Strong oral presentation and facilitation skills

Critical thinker with solid research and analytical skills

Self-starter with proven experience managing multiple projects in a multi-stakeholder environment

Ability to analyze and synthesize information from multiple sources and provide recommendations

Ability to develop and maintain effective relationships with executive level stakeholders

Effective tact, discretion and good judgement in dealing with highly confidential and sensitive situations

To be successful in this role you will be:

Approachable
Communicator
Insightful
Organized
Problem solver
Resourceful

This is a 2-year term position.

Closing Date: 03/06/2024, 11:59PM ET

Employee Group: USW

Appointment Type: Budget - Term

Schedule: Full-Time

Pay Scale Group & Hiring Zone:

USW Pay Band 13 -- \$83,150 with an annual step progression to a maximum of \$106,336. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Category: Administrative / Managerial

Recruiter: Dinuka Perera

Lived Experience Statement

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes.

For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

How to Apply

Click Apply Now!