



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Teaching And Learning Assistant

Job ID	35-80-57-59-DB-36	
Web Address	https://careers.indigenous.link/viewjob?jobname=35-80-57-59-DB-36	
Company	Queen's University	
Location	Kingston, Ontario	
Date Posted	From: 2024-06-21	To: 2024-07-21
Job	Type: Fixed-term	Category: Education
Languages	English	

Description

Reporting to the Manager, Quality Assurance ("Manager") in the Office of the Provost and Vice-Principal (Academic), the Teaching and Learning Assistant ("Assistant") will perform a variety of administrative duties in a professional and efficient manner for the Office of the Vice-Provost (Teaching and Learning). The Assistant will maintain a working knowledge of the organization of Senate protocols and Queen's University Quality Assurance Processes (QUQAP), and support committees and working groups. This includes the drafting of briefing notes, minutes, and agendas. Committed to Indigenization, Equity, Diversity, Inclusion, Anti-Racism, and Accessibility, the Assistant is responsible for building strong relationships with organizational stakeholders to advance teaching and learning at the university. With supervision from the Manager, the Assistant is responsible for managing and verifying content on the Vice-Provost (Teaching and Learning) and Quality Assurance websites.

Education Requirements

- Three-year post-secondary education with minimum 3 years relevant experience in a high-profile office/client service environment.
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint) and WebPublish, combined with previous experience creating and using spreadsheets and database applications.
- Comprehensive knowledge of university structure administrative/computing systems, academic programs and structures, and the field of teaching and learning will be considered an asset.
- Consideration will be given to an equivalent combination of education and experience.

Essential Skills

- Initiative and ability to work independently with little supervision, assists with design, implementation, and completion of projects, and make recommendations as required.
- Excellent project management, organizational and time management skills. Ability to prioritize own work and manage conflicting demands in a high-pressure work environment.
- Good judgment and effective analytical abilities, combined with practical problem-solving skills to resolve administrative and service issues, make appropriate recommendations, and contribute to planning within the portfolio of the Vice-Provost (Teaching and Learning).
- Ability to demonstrate a high level of professionalism, integrity, and reliability.
- Ability to learn new software.
- Excellent attention to detail, writing and editing skills with the ability to draft and proofread strategic documents and reports to ensure accuracy.
- Excellent interpersonal and communications skills (verbal and written) and the ability to foster professional working relations with a wide variety of individuals.
- Ability to adhere to strict confidentiality and handle matters with tact and discretion.
- Demonstrated ability to integrate the principles of Indigenization, Equity, Diversity, Inclusion, Anti-Racism, and Accessibility into all aspects of operations, management and planning within the portfolio of the Vice-Provost (Teaching and Learning).
- A team-oriented approach and service-oriented perspective.

How to Apply

Click "Apply Now" online Competition Number: J0624-0517