



# 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: 2025/09/26

## Manager, International Programs - The Chang School

<b>Job ID</b>	<b>367574-1-9393</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=367574-1-9393">https://careers.indigenous.link/viewjob?jobname=367574-1-9393</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-07-19	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter..The Chang SchoolThe G. Raymond Chang School of Continuing Education is Canada's foremost provider of university-based adult education, facilitating access to the University's renowned, professionally relevant courses and programs. Since 1975, we have been delivering leading-edge workplace knowledge that empowers learners to reach their personal and professional goals. We have approximately 70,000 annual enrolments (in 1,500 courses, seminars, and workshops) in Arts; Business; Communication and Design; Community Services; Engineering, Architecture, and Science; Gateway for International Professionals; Programs for 50+; and Spanning the Gaps &ndash; Access to Post-Secondary Education. We also offer 86 career-related certificate programs and numerous course series, with 39 certificate programs that can be completed entirely at a distance. Our flexible, accessible programming is available on campus, via distance education, and off-site for employee groups at leading organizations. We especially welcome applications from individuals who self identify as women, Black, Indigenous or a racialized person, who will be integral towards serving our highly diverse student population. If you identify in one of the former groups, we encourage you to self-identify in your cover letter. This is truly an exciting time to join The Chang School as we embark on our strategic planning guided by the values of equity, diversity and inclusion and with a firm belief that diversity is our strength. We are building a culture of recognizing and celebrating diversity and welcome you to join us.

#### The Opportunity

The OpportunityThe Manager, International Programs will effectively develop, manage and strategically grow international programming initiatives of The G. Raymond Chang School of Continuing Education ("Chang School") to ensure a high quality learning experience, the well-being and success of the international students, as well as the sustainability of the program. Researches, designs and launches future international program initiatives with a focus on international student recruitment. Responsibilities

Lead the periodic program planning for international program initiatives, including determining program goals, identifying appropriate courses, activities and initiatives to support goals, programming options and resources required to deliver services. Manage international student support initiatives including academic advising, personal, career, social

and transition management of future, current and graduate students to support international student retention and success. Ensure budget management and administration with the yearly program budget, monitoring and analyzing expenditures in compliance with policies and procedures. Resolve operational and administrative issues related to international programming and manage the program's staff. Manage the contact lecturer hiring processes, including participating in the hiring selection committee, coordinating orientation, supervision and ongoing professional development.

**Qualifications** To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications: Completion of a Master's degree and at least five (5) years' experience working post-secondary environment, managing student life programming and crisis management for a diverse international student body including: 3 years of relevant experience in program design and development, implementation, and evaluation; Demonstrated experience designing and implementing curricular and co-curricular learning and teaching opportunities Significant experience working with international students and international education Experience with international student recruitment, admissions and advising (counselling, guidance and assessment of students) Demonstrated experience working collaboratively with faculty, instructors, and staff across the university Experience supervising staff in a unionized environment.

Effective oral and written communication skills (especially targeting international students) Crisis management, intervention, and de-escalation Group facilitation Program planning, design, and evaluation Budgeting knowledge and skills Effective leadership skills and people management skills, including discretion and sensitivity to diverse cultural issues Knowledge in principles of diversity, equity, and inclusion Experience working with international students and new Canadians Knowledge of post-secondary transition, student development, and retention issues Knowledge of post-secondary academic and non-academic environment and systems Build cross-departmental partnerships and facilitate change within the post-secondary environment. Ability to establish and maintain strong collaborative relationships cross-culturally and virtually. Strong research, critical thinking, and strategic planning skills. Ability to multi-task and manage multiple projects with completing deadlines. Project management, organizational and time management skills. Ability to demonstrate sound judgment, analytical and problem-solving skills in decision-making. Intermediate computer skills including knowledge of spreadsheets and word processing, knowledge of the Internet. Ability to work in a complex, rapidly changing environment.

#### Additional Information

Position Number(s) 20000896

Reports To Assistant Dean, Programs

Vacancy Type FTCE

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date NA

Hours of Work 36.25

Grade and Step C42

Salary Scale Min:\$66,705; Job Rate: \$86,630 Max: \$106,555

Qualified MAC employees will be interviewed before members of other employee groups. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Indigenous Human Resources Lead for support during the selection process. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the

recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Manager, International Programs - The Chang School](#)