



# 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: 2024/05/19

## Career Coordinator, TRSM

<b>Job ID</b>	<b>369823-1-9070</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=369823-1-9070">https://careers.indigenous.link/viewjob?jobname=369823-1-9070</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-11-24	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 team The Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs.

#### The Opportunity

Are you passionate about supporting business students secure a co-op/ placement or support them with their career search and interviewing? We are looking for a candidate who has experience in talent acquisition and who is dedicated to have brilliant students from our Business programs thrive and succeed! Is this you? The Career Coordinator develops and delivers a full suite of career development and recruitment services and program(s) for students, alumni, faculty, and employer partners. They work collaboratively with stakeholders to broaden, engage, and support students' career education, relationship-building and exposure to opportunities with key employers. Here are some things you can expect to do in your role:

- Assists and advises students, individually and in groups, on career planning.
- Creates and promotes partnerships with employers, Faculty and other stakeholders.
- Represents department and promotes services through events, sessions and social media.
- Provides general support to improve delivery of service for the unit.

#### 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 post-secondary degree program to gain knowledge of active learning techniques.

- A minimum of three years of work experience in an academic and/or recruiting environment to gain knowledge of the operations and functions of industry, government and business as well as knowledge of student and curriculum development.
- Experience with integrating market research, best practices, and stakeholder feedback to create career development services and programs which fulfil employer expectations and meets student career focus.
- Experience with developing career education programming to students, evaluating service delivery methods, approaches, and presenting formal/informally to employers, industry groups and students.
- Experience with job search/placement and recruitment strategies and practices.

#### Additional Information

Position Number(s)

Reports To Director, Co-operative Education and Careers, and  
Managing Editor, Hub Insights

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade and Step 11

Salary Scale \$66,620.63 - \$79,548.49 per annum(Hiring Salary Range: \$66,620.63 - \$72,798.18 per annum)

HR Advisor Claudiu Filimon

Application Close Date February 3, 2023

#### Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- 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 career site.
- 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, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: [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 Career Coordinator, TRSM