



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: 2024/07/18

Programs Officer, Faculty-Led and Global Experiences

Job ID	380627-1-8805	
Web Address	https://careers.indigenous.link/viewjob?jobname=380627-1-8805	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-07-03	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) 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. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About TMU Global

TMU Global connects the University community to an increasingly globalized world through projects, partnerships, student programming focused on global learning, and research. We work to enhance the University's reputation abroad and provide a range of overseas opportunities for students and faculty. TMU Global's vision for global learning at home and abroad refers to activities that engage with the diversity of the world's cultures, knowledge systems, worldviews, perspectives, and nations (i.e. diverse ways of knowing and being). Our hope is that these activities are shaped by Toronto Metropolitan University's unique vision to advance equity and community inclusion, alongside our community's commitment to prepare students to face the world's interconnected, global challenges while respecting and engaging with diverse, multifaceted perspectives and approaches. To learn more about us, visit www.torontomu.ca/international and www.torontomu.ca/global-learning.

The Opportunity

We are looking for a Program Officer to join TMU Global! The Program Officer will design, develop and coordinate the university's resources and supports for group-based global learning programming. This includes the development and maintenance of resource materials and guidelines for faculty and staff, as well as events, training and information sessions that support the successful operation of group-based international travel. This role works collaboratively with Faculties and other central units to enhance group-based programming and to ensure that the university community is aware of and adheres to the guidelines and policies surrounding group-based international activities. The Program Officer develops partnerships with a variety of external stakeholders to support and develop group-based global learning programming (physical and virtual) for the university. This role also provides specialized support to ensure that student experience and well-being is central to group-based activity at all stages of development, including the specific needs of students from diverse backgrounds. 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 in humanities, social science, international studies, education or a related field/program.
- A minimum of 3 years of experience in higher education and/or international student mobility.
- Experience with project management from development to implementation to review and evaluation phases.
- Experience with international education and student mobility, faculty/staff advising, program design and coordination, and/or experiential learning.
- Experience with unique considerations and concerns as they related to group-based international activity.
- Strong oral and written communication and presentation skills.
- Strong organizational and project management skills.
- Excellent group facilitation and public-speaking skills.
- Strong tact and diplomacy when addressing areas of concern with faculty and staff members.
- An understanding of data collection, analysis, and on-going program evaluation as a central component of strategic planning and program development.
- Knowledge of current/emerging theories and practices in global learning and group-based experiential learning abroad.
- Knowledge of google suites, excel, custom databases, Client Relations Management (CRM) systems and web-based applications, etc.
- Strong ability to work independently and collaboratively within a team environment.
- Ability to take an agile approach to continuous improvement of student offerings.

Additional Information

Position Number(s) 20002553

Reports To Manager, Global Learning and Engagement

Department TMU Global

Vacancy Type FTCE

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date Not Applicable

Hours of Work 36.25

Grade 12

Salary Scale \$78,272.15 - \$99,152.84

Hiring Salary Range \$78,272.15 - \$85,530.11

Application Close Date July 22, 2024

- 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, 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@torontomu.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Programs Officer, Faculty-Led and Global Experiences](#)