



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

Undergraduate Liaison Officer

Job ID	382685-1-6278	
Web Address	https://careers.indigenous.link/viewjob?jobname=382685-1-6278	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-07-08	To: 2050-01-01
Job	Type: Part-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. The Team

Toronto Metropolitan University's National Student Recruitment team develops and leads all Canadian undergraduate recruitment initiatives through:

• Provincial and National high school visit programs, education events, tours and fairs.

- Online information sessions with faculty and students, applicants, prospective students, Canadian government offices, and schools.

- Open houses, guidance counsellor events and campus tours (both virtually and in-person).

Student Recruitment continues to push innovative recruitment strategies through collaborating with various internal and external stakeholders. Check out some of the ways we engage with our prospective students.

The Opportunity

Reporting to the Manager, National Student Recruitment, the Undergraduate Liaison Officer plays a key role in executing our Fall outreach plan in Canada. The successful candidate(s) will represent Toronto Metropolitan University at on-campus, off-campus and virtual events to attract qualified candidates to its 60+ undergraduate programs. They provide application guidance to prospective students, parents, supporters, and school counsellors, explaining TMU's admissions standards according to the current policies and procedures. This role requires flexibility and travel, and it may involve working evenings and weekends as needed, based on travel and event schedules. Key Responsibilities:

First 30 Days:

- Participate in our onboarding program with experienced members of the student recruitment team.

- Learn and become familiar with all 60+ undergraduate programs at TMU and related admission policies.

- Learn and become familiar with local, provincial and international high school curriculums.

- Build relationships with various stakeholders across the university.
- Craft and finalize a 30-minute TMU presentation for prospective students, with guidance from Student Recruitment leadership.
- Participate in University collective programming, events and conferences
- Assist with on-campus events and programming

Day 30 - 120+

- Represent TMU at various student recruitment events
- Independently travelling to these events, and adhering to the travel schedule. This may include working evenings and weekends as needed.
- Advise prospective students on all TMU undergraduate programs, admission policies, admission requirements and related student support services.
- Adhere to a visit schedule and travel independently to various on-campus, off-campus and virtual student recruitment events and activities in Ontario and Canada.
- Lead and deliver in-person information sessions to prospective student audiences to promote TMU's undergraduate programs at school visits, post-secondary information fairs and virtual platforms.
- Receive, screen, correspond to and/or re-direct inquiries to other staff members and services offered within the faculty or the University where necessary.
- Respond to emails, phone calls and other inquiries from prospective students and supporters.
- Support our marketing and communications teams by capturing prospective student leads
- Participate in University collective programming, events and conferences
- Assist with on-campus events and programming

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 is required.
- A valid G Ontario Driver's License with a clear Drivers' Abstract is required.
- Vulnerable Sector Screening is required.
- Ability to lift 25 lbs of material is required
- At least 2 years of relevant experience in a customer service type role.
- Experience with event coordination.
- Experience in public speaking/public relations, counselling/advising and in dealing effectively with all types of people required.
- Excellent communication skills (oral and written).
- Strong administrative, time management and organizational skills.
- Demonstrated knowledge of MS Office applications (Word, Excel, PowerPoint, etc.)
- This position requires stamina - applicants must demonstrate an ability to travel independently for long periods, deliver multiple, dynamic presentations throughout the day and maintain tact and diplomacy at all times.
- Ability to work flexible hours, weekends and evenings.
- Willingness to travel throughout Ontario and spend nights away from home.
- Experience in researching, compiling, and presenting statistical and other reports is preferred.

Additional Information

Position Number(s) 20000853

20001617

20001524

20000879

Reports To Manager, Student Recruitment

Department National Student Recruitment

Work Location In-person

Vacancy Type TERM

Employee Group OPSEU

Start Date August 6, 2024

End Date December 6, 2024

Hours of Work 36.25

Grade 10

Salary Scale \$68,365.92 - \$81,632.49

Hiring Salary Range \$68,365.92 - \$74,705.31

Posting Date July 5, 2024

Application Close Date July 19, 2024

- An equivalent combination of education and experience may be considered.
- 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.
- 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 submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Undergraduate Liaison Officer](#)