



# 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: 2024/07/27

## Research Awards and Honours Facilitator

<b>Job ID</b>	<b>382740-1-5880</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=382740-1-5880">https://careers.indigenous.link/viewjob?jobname=382740-1-5880</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-07-19	To: 2050-01-01
<b>Job</b>	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.

About the Office of the Vice-President, Research and Innovation (OVPRI) As Canada's comprehensive innovation university, Toronto Metropolitan University engages in scholarly, research and creative (SRC) activity that addresses real-world challenges to drive economic growth and improve quality of life for Canadians.

Our strong focus on innovation and evidence-based research has made us a preferred partner for government, industry, not-for-profit organizations, communities and individuals. Together, we are improving processes, developing new technologies and services, and creating new companies and social enterprises. The Office of the Vice-President, Research and Innovation (OVPRI) establishes the strategic direction and oversees the administration of Toronto Metropolitan University's scholarly, research and creative activity (SRC) enterprise, including grants administration, external funding, SRC policies, partnerships and collaborations, commercialization, and business development.

#### The Opportunity

We are seeking a Research Awards and Honours Facilitator to join our team. The Research Awards Facilitator will provide support to the university-wide research community to maximize the university's participation in external research recognition prizes and awards. They will work closely with faculties to increase nomination and success rates. This role will facilitate the successful writing, completion and submission of research-related awards and honours submissions, guiding and supporting faculty members through the award development and review process. Additionally, they will liaise with faculty, awards organizations, and faculty partners such as industry and other external contacts to cultivate interest and support for researchers. Key responsibilities:

- Oversees the Scholarly, Research and Creative (SRC) research award portfolio.
- Supports faculty members through the award nomination and submission process.
- Liaises and develops networks with external industry, not-for-profit and government agencies.

- Oversees research award-related communications.

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 graduate degree (Masters or PhD) is required in order to have sufficient background for writing successful research award nominations. Completing, at minimum, a research-based Masters program provides the required educational background for this role.
  - A minimum of two (2) years of related experience writing/administering research proposals/nominations in a university setting or research affiliated hospital.
  - Experience in the development of nominations for national and international honours, fellowships and/or awards.
  - Experience providing related support including developing and delivering related training sessions.
  - Experience working with research sponsor agencies or research-focused organizations.
  - Superior writing skills to produce persuasive submissions.
  - Relationship building skills to establish internal and external partnerships.
- Strong project management skills and exceptional organizational abilities to manage the deadlines, submissions, and review processes of multiple awards and honours programs simultaneously.
- Ability to effectively work under pressure, use independent judgment exercising a high degree of political acuity to produce quality work products within tight time constraints.
  - A client service focus with excellent interpersonal skills and the ability to facilitate cooperation and consensus building.
  - Strong research, analytic, presentation, and communication skills.
  - Ability to work independently with a high degree of initiative, discretion, attention to detail, and tact.
  - Demonstrated knowledge of MS Office (Word, PowerPoint, Excel, etc.) and Google Suite applications.
  - Strong computer and internet skills including familiarity with databases.
  - Can perform other comparable duties as assigned.

#### Additional Information

Position Number(s) 20004153

Reports To SRC Policy and Programs Manager

Department OVPRI

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date 2 years from start date

Hours of Work 36.25

Grade 13

Salary Scale \$83,751.22 - \$106,093.51

Hiring Salary Range \$83,751.22 - \$91,517.21

Posting Date July 19, 2024

Application Close Date August 6, 2024

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. 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. 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](mailto:hr@torontomu.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Research Awards and Honours Facilitator](#)