



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

Recruitment Specialist, Cybersecurity Training Programs

Job ID	382745-1-8752	
Web Address	https://careers.indigenous.link/viewjob?jobname=382745-1-8752	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-07-12	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

Rogers Cybersecure Catalyst (Catalyst) empowers individuals and organizations to seize the opportunities and tackle the challenges of cybersecurity. Together with our partners and collaborators, we work to realize a vision of healthy democracies and thriving societies, powered by safe and secure digital technologies.

Through our groundbreaking training and certification programs; unique commercial acceleration programs for cybersecurity start-ups and scale-ups; first-of-its-kind cyber range; wide-ranging public education programs; and influential policy interventions, the Catalyst helps drive Canada's global competitiveness in cybersecurity.

The Catalyst is a not-for-profit corporation owned and operated by Toronto Metropolitan University and based in Brampton, ON. Hybrid work schedule with expectations of 2 days a week in the Brampton offices.

The Opportunity

Rogers Cybersecure Catalyst (RCC) is looking for a Cybersecurity Recruitment and Admissions Specialist to join the Cybersecurity Training Programs team. In this role, you will be responsible for advising, providing guidance and detailed information to prospective learners on Catalyst's programs on admission and enrollment related matters. You will review student applications, evaluate credentials, conduct interviews, administer assessment tests and make recommendations on student admissions to the Admissions Selection Committee, as well as support operational and administrative activities of the Rogers Cybersecure Catalyst. Other responsibilities will include but are not limited:

- Coordinating and supporting marketing and outreach related activities. Acts as a key contact and resource for potential and active training program applicants.
- Providing guidance on cybersecurity career paths and admission application process and supporting students on sensitive and transition matters which may require diffusing difficult situations using tact, diplomacy and professionalism.

- Utilizing and maintaining the CRM database for student tracking including responding to inquiries, conducting research, verifying information and recording/updating student data and other related activities.
- Following established administrative and Catalyst policies, practices, processes and procedures and recommends changes to processes and administrative policies, as required.
- Identifying new community partners, researching cybersecurity trends used in recruitment sessions, and keeping the Manager and the Catalyst team updated. Representing the Catalyst to attract the best qualified candidates to its training programs. Delivering presentations to Community Partners, Community Partner Clients, Industry Associations and other groups to market and promote Catalyst's programs.

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 in business management, marketing or a related field.
- A minimum of 3 years of related experience in recruiting, student advising, career counselling and coaching.
- Experience in recruitment activities (post secondary recruitment is considered an asset).
- Experience in counselling/advising and in dealing effectively with individuals of varying socio-economic and ethnic backgrounds, diverse age groups/genders.
- Experience with database systems e.g. CRMs.
- Experience tracking, collating and reporting on data.
- Excellent public speaking skills, presentation skills and writing skills.
- Ability to provide lively and informative recruitment presentations; must possess the ability to relate to students and applicants, and to speak effectively about cybersecurity programs.
- Expected to expand the Catalyst current recruitment and outreach efforts in top cybersecurity priority markets.
- Project management, organizational and time management skills.
- Strong interpersonal and customer service orientation skills.
- Ability to work cooperatively with internal / external stakeholders.
- Problem-solving and analytical skills.
- Knowledge of computers and various software application packages (e.g. Word, Excel, Access, Microsoft Project, e-mail, PowerPoint, Google Apps, etc.). Advanced knowledge of Excel and Google Sheets required.

Additional Information

Position Number(s) 20005131
 Reports To Manager, Recruitment and Admissions
 Department Rogers Cybersecure Catalyst
 Vacancy Type TERM - 12 months
 Employee Group MAC
 Work Location Hybrid - 2 days a week onsite in Brampton
 Start Date ASAP
 End Date 12 months after start date
 Hours of Work 36.25
 Grade C41
 Salary Scale \$61,632- \$98,450
 Hiring Salary Range Up to \$81,000
 TA Specialist -
 Posting Date July 11, 2024
 Application Close Date July 24, 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.
- 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 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 Recruitment Specialist, Cybersecurity Training Programs](#)