



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Student Advisor

Job ID	384066-1-3781	
Web Address	https://careers.indigenous.link/viewjob?jobname=384066-1-3781	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-10-02	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 the School of Occupational and Public Health The School of Occupational and Public Health at Toronto Metropolitan University is a leader in injury and disease prevention education. We are committed to excellence in teaching, relevant curriculum, innovative research and service to the community. Our graduates are industry leaders committed to protecting the health of people and their communities. At the School of Occupational and Public Health, outstanding learning opportunities prepare students to become highly qualified occupational and public health and safety professionals.

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The Opportunity

The School of Occupational and Public Health is looking for a Student Advisor to join our team. In this role, you will plan, coordinate and support student programs and academic procedures. You will provide support, guidance and counseling to current and prospective students, and provide students and faculty with information on programs, curriculum and policies/procedures. You will also provide research, administration and analytical support to the department. Responsibilities include:

- Provides guidance, counsel and information to students, staff, faculty, alumni, and the general public regarding but not limited to program admissions, registration, curriculum matters, career information, appeals, graduation, tuition and student fees, financial aid and scholarships, student records and transcripts, program portfolio guidelines, and academic and administrative policies. Handles all inquiries on these matters, both online and in-person.
- Conducts one-on-one meetings with students to advise on academic direction and policies and determine customized plans of action for students to achieve academic success. Refer students to appropriate resources, information, and services across the University.
- Evaluates student standings and advises those with academic issues at the end of every semester, providing them with a range of options and possible consequences
- Anticipates students' needs and proactively responds to their requests, providing professional expertise, advice, and recommendations that extend beyond their initial request.
- Provides correspondence on academic decisions (e.g., appeals, probationary, accommodation requests) program changes/updates, deadlines and audit discrepancies.
- Coordinates and oversees academic procedures, processes and related activities, including student applications and admissions documents, student exchange programs and student awards programs.
- Provides research, administration, event logistics and analytical support for all departmental matters.
- Coordinates, researches and prepares information to develop or update calendars, manuals, handbooks, reports, etc. Conducts research and prepares statistics to develop research briefs and analytical and statistical reports at the end of each semester. Updates faculty in regard to these

changes at the start of every year or as-required.

- Supports the development of and regularly maintains program promotional materials, including presentations, print media, the website, and social media accounts. Develops and facilitates educational workshops, seminars, and Q&A sessions to provide advice to students in a group setting.
- Participates in and provides administrative support for academic related meetings, committees, and events (e.g., Open House, Orientation).
- Organizes and maintains departmental data files and filing systems, ensuring confidential and accurate tracking of program and student data and other resources.

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, education, social sciences or a related discipline.
- Minimum of 3 years of related experience in an academic environment.
- Experience with curriculum advising, student advising and developing customized academic direction plans for students is required.
- Experience in research support and collection of statistical information.
- Experience in report and business communication development.
- Demonstrated ability to interact with people of diverse backgrounds and positions.
- Understanding of University academic policies and procedures.
- Excellent time management skills to effectively prioritize requests and work assignments, and meet multiple conflicting deadlines.
- Computer skills in a windows-based technical environment, including Microsoft Office, Google Suite applications, internet, e-mail, databases, and information management systems.
- Strong interpersonal, and oral and written communication skills to work effectively with staff, faculty, students and external contacts.
- Analytical and research skills; ability to collect and summarize information and data.
- Demonstrated knowledge of application of theories related to student development and success.

Additional Information (OPSEU)

Position Number(s) 20004419

Reports To Interim Co-Directors

Department School of Occupational and Public Health

Vacancy Type TERM

Employee Group OPSEU

Work Location On-Campus, 5 days/week

Start Date October 1, 2024

End Date May 31, 2025

Hours of Work 36.25

Grade 11

Salary Scale \$73,151.55-\$87,346.75

Hiring Salary Range \$73,151.55-\$79,934.70

Posting Date October 1, 2024

Application Close Date October 15, 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 Student Advisor