



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Talent Acquisition Coordinator

Job ID	384341-1-6246	
Web Address	https://careers.indigenous.link/viewjob?jobname=384341-1-6246	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-10-07	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. About our team The Talent Acquisition team is driven by a passion for connecting people with the right opportunities. Each year, we fill over 800 staff positions, with a strong commitment to embedding the values of equity, diversity, and inclusion within our recruitment process. We work closely with leaders and hiring committees across the university, ensuring their staffing needs are met while thriving in a dynamic, multifaceted, and multi-union environment.

The Opportunity

We're seeking a dynamic Talent Acquisition Coordinator to join the Talent Acquisition Centre of Expertise on a 12-month contract. This is a vital position and the incumbent plays a key role in shaping the hiring process. If you're detail-oriented, love working with people, and thrive in a fast-paced environment, this is the perfect opportunity for you. What You'll Do:

- Drive Visibility: Post job openings on our career site and external platforms, helping us attract top talent.
- Coordinate Interviews: Be the go-to person for interview scheduling, including managing calendars, prepping interview materials, and sending out candidate invitations.
- Support Assessments: Help administer candidate assessments for internal and external candidates.
- Reference Checks: Assist with scheduling and conducting reference checks to validate hiring decisions.
- Data & Reporting: Dive into recruitment analytics and support monthly reporting to keep our process sharp and data-driven.
- Vendor Liaison: Be the primary contact for external vendors, ensuring smooth communication and collaboration.

This role is a fantastic opportunity to gain hands-on experience in recruitment while working with a team of recruitment professionals. If you're passionate about talent acquisition and eager to make a difference, please submit an application. To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Post-secondary diploma in human resources or a business-related field.
- 6-12 months related experience in an HR or similar environment.
- Experience working with and understanding of the recruitment function from start to finish is preferred.
- Exposure to an applicant tracking system is an asset.
- Excellent communication skills (oral and written) are required to communicate with applicants/employees.
- Good decision-making and problem-solving skills are required in order to work independently and without constant supervision.

This is a 12-month contract position.

Additional Information (MAC)

Position Number(s) 20001902
Reports To Manager, Talent Acquisition & Staff Recruitment
Department Human Resources
Vacancy Type TERM
Employee Group MAC
Work Location Hybrid (1-2 days on campus)
Start Date November 1, 2024
End Date November 1, 2025

Hours of Work 36.25

Grade B22

Salary Scale \$47,635 - \$71,453

Hiring Salary Range \$50,000 - \$60,000

Posting Date October 4, 2024

Application Close Date October 21, 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 Talent Acquisition Coordinator](#)