



# 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

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## SR. EDUCATION PROGRAM ASSOC.

<b>Job ID</b>	<b>45832-2876</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=45832-2876">https://careers.indigenous.link/viewjob?jobname=45832-2876</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-05-13	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD #: JD00991

Pay Grade: 6

Title: Senior Education Program Associate

Unit/Project Description: For Department use only. The Department of Pediatrics seeks a Senior, Education Program Associate. Working closely with the Pediatric Education Administration Lead, and along with the Program Director(s), you will be responsible for developing, planning, and maintaining the efficient operation for one or more education program(s), supporting education activities within the program(s), education team and department. The successful incumbent will provide support in all aspects of the programs including the implementation and resource management. Additionally, this position will be responsible for special projects such as accreditation, new learner orientation, academic teaching sessions, the CaRMS selection process and international interviews. This may include presenting and participating at events. Please note that participation in before and after-hours events and meetings may be required as well as occasional travel to other sites.

Job Summary: Responsible for providing administrative support for an academic program or department, the Senior Education Program Associate plans and coordinates a variety of academic program or department events, projects and activities and is also accountable for monitoring the applicable project and event budgets and forecasting financial gains and shortfalls. Performs the duties of the position in accordance with established policies, procedures, and calendar of events, and is responsible for coordinating resident rotation schedules and a variety of educational events and other learning and research initiatives. Creates positive partnerships with preceptors, teaching units, clinics, sites, campuses, practices, and other support staff.

#### Purpose and Key Functions:

- Collect, analyze, assess, and summarize information relevant to the decision-making process and developing recommendations for final approval and implementation.
  - Oversee the Canadian Residency Matching System (CaRMS) with the objective to match all available learner spots to ensure the viability of the program.
  - Assist in implementing program software changes, electronic modules and program surveys.
- Complete regular reports on projects and events status to all stakeholders, leadership and support staff and ensure the project scope and project parameters are clear.

- Maintain, evaluate and continuously update projects and events including, but not limited to, electronic modules, curriculum updates, CaRMS and databases.
- Oversee and coordinate education events, tutorials, academic half days and other learning and research initiatives.
- Create, design and develop banners, presentations and other promotional materials for use at various events.
- Create financial projections for projects and events and adjust throughout the duration of the project and event.
- Monitor budgets and reconcile accounts, complete financial transactions including travel expense reports, advances, electronic cheque requisitions, purchase orders and journal entries.
- Ensure appropriate venues and catering are secured provided and book transportation and audio-visual equipment as required.
- Delegate tasks appropriately to staff to assist with planning and coordinating events and activities.
- Make recommendations about future activities and events based on needs and results surveys.
- Facilitate various meetings and chair committees where applicable.
- Develop, plan, and coordinate rotation schedules for qualified residents at multiple sites.
- Facilitate the evaluation process for preceptors and students. Compile evaluation results and bring negative evaluations forward for review.
- Write a variety of documents including, but not limited to, correspondence and minutes.
- Respond to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Maintain confidentiality of information.
- Set up and maintain filing systems, both electronic and hard copy.
- Update and maintain information in databases.
- Set up, use, and troubleshoot teleconferencing and videoconferencing equipment.

#### Requirements:

- 2 year Community College diploma in Business Administration, or related field.
- Requires 3 years of relevant experience.

#### Assets: For Department use only.

- Robust self-care skills along with an ability to cope emotionally with encountering the themes of acute and chronically ill infants, children, and youth

Additional Information:     • The successful candidate will demonstrate exceptional attention to detail, customer service orientation, excellent organizational skills. Thorough knowledge of and experience in: • all policies, procedures and processes associated with a clinical fellowship program within McMaster University and external organizations, including, but not limited to : CaRMS process; the Royal College and accreditation; PARO; AHD; OSCE's; ABP, CPS, Competency Based Medical Education (CBME) and recruitment of international trainees • must have excellent oral and written communication skills. • minute taking • problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required. • general accounting procedures; in completion of web-based forms; MOSAIC • computer software programs – Skilled with using Microsoft Office Suite, including Office 365 and

Outlook, WORD and Excel, Powerpoint; Medportal, MEDSIS; is expected. • virtual meeting coordination, using OTN, ZOOM and Microsoft TEAMS• experience with Call/Learners Schedules • the ability to maintain strict confidentiality is essential• This is a high volume, fast-paced environment and will require overtime at before or after hours meetings and events• Flexibility for ongoing hybrid onsite/(partial) remote work post pandemic

For more information, visit [McMaster University for SR. EDUCATION PROGRAM ASSOC.](#)