



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/06

REPOST: SENIOR EDUCATION PROGRAM ASSOCIATE

Job ID	63342-1608	
Web Address	https://careers.indigenous.link/viewjob?jobname=63342-1608	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-06-26	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD #: JD00991

Pay Grade: 6

Title: Senior Education Program Associate

Unit/Project Description: Reporting to the Director of Administration, the Senior Education Program Associate will support the Ophthalmology Surgery Residency Program. McMaster Postgraduate Medical Education offers residency programs accredited by the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada. These programs include surgery and 57 specialty and subspecialty programs. About the Department of Surgery Over its 50+ year history, the McMaster Department of Surgery has maintained a steadfast commitment to thinking big and making it possible. We are a department with 11 surgical divisions and Royal College residency training programs; together, we are poised to unleash a future fueled by a creative mindset and powered by our people. The successful candidate will bring a positive, solutions-focused mindset as we collectively work towards achieving the Department's Vision. This Vision is based on 6 core tenets: C.R.E.A.T.E. Culture that includes Research that impacts Education that inspires Advancement for all Transformation through innovation & entrepreneurship Excellence in patient care About McMaster University At McMaster University, our people are our most valuable asset. We strive to attract, develop, and retain the talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of each individual. McMaster is recognized as one of the top employers in the Hamilton/Niagara region and has been recognized as one of Canada's Top Diversity employers. Working at McMaster University brings a robust total rewards package, which is more than just a salary. The elements and structure of the total rewards packages vary by employee group but include:

- Employer Paid benefits including Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance.
- Pension Plan Options & Post-Retirement Benefits.
- Training, coaching and professional development opportunities.
- Employee tuition assistance for development and education
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning.
- Progressive paid annual vacation plan

Please see Total Rewards Overview for Unifor, Local 5555, Unit 1 for more Information. <https://hr.mcmaster.ca/resources/unifor-unit-1-total-rewards-overview/>

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:

- Experience with medical residents and a distributed education model.
- Experience in a healthcare/medical environment.
- Familiarity with university policies and procedures.
- Proficiency with various software applications, including word processing, Excel, Access, Outlook, and database management.
- Strong multitasking abilities.
- Exceptional communication (oral and written) and interpersonal skills.
- Experience in competency-based medical education.
- Familiarity with MedSIS or equivalent systems.
- Flexibility to accommodate early morning or evening meetings and occasional weekends.

Additional Information: The Senior Education Program Associate for Ophthalmology will be involved in:

- Program reviews, accreditation, and other quality improvement activities of the program.
- Scheduling, organizing, and participating in resident orientation and wellness programs.
- Coordinating, planning schedules, and organizing various electives for medical students and residents.
- Coordinating, monitoring, and approving residents' professional and vacation leave applications.
- Other tasks as assigned.

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For more information, visit McMaster University for REPOST: SENIOR EDUCATION PROGRAM ASSOCIATE