



# 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

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## ADMIN ASST, ACADEMIC (III)

<b>Job ID</b>	<b>63500-7471</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63500-7471">https://careers.indigenous.link/viewjob?jobname=63500-7471</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-07-09	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

The Marnix E. Heersink School of Biomedical Innovation & Entrepreneurship is recruiting a new member to grow its innovation administration team. The new Program Assistant will work closely with the Program Manager to support the day-day responsibilities of McMaster's new Master of Biomedical Innovation (MBI) program and be a resource to The Clinic innovation team, which delivers a suite of health innovation training program offerings. A highly motivated, resourceful, and innovation-minded applicants are encouraged to consider this opportunity. This role will provide integral support within a growing team to enable seamless program delivery, event coordination and operational support to the emerging health innovation and entrepreneurship efforts within McMaster University. Key responsibilities: 1.

#### Administrative Support:

- Assist with the preparation and distribution of course materials, syllabi, and other academic resources.
- Maintain and update program records, including student files, course schedules, and departmental databases.
- Coordinate and schedule meetings and events for staff, faculty and students.
- Gather and compile data documentation for a variety of reports, memos, and program activities.
- Monitor and order office supplies.

#### 2. Student Services:

- Serve as a primary contact for current and prospective students, providing information and assistance regarding program requirements, course registration, and academic policies.
- Support the orientation and onboarding process for new students, including organizing orientation events and creating informational materials.
- Address student inquiries and concerns in a timely and professional manner.

#### 3. Program Coordination:

- Assist in the planning and execution of program-related events such as bootcamps and professional development workshops.
- Coordinate communication between faculty, instructors, students, and administrative departments to ensure seamless program operations.
- Monitor and manage program content for our communication channels and ensure our stakeholders are informed and engaged.

#### 4. Data Management and Reporting:

- Collect, compile, and analyze data related to program activities, student performance, and other relevant metrics.
- Prepare reports and presentations for meetings and events.

#### Qualifications:

- Previous experience in an administrative or academic support role, preferably within a high education setting.
- Excellent organizational and time management skills, with the ability to handle multiple tasks and priorities effectively.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite, database management, and other relevant software applications.
- Ability to work independently and as part of a team, demonstrating initiative and flexibility.
- Understand the ecosystem of an academic institution.
- Previous experience working in Avenue to Learn.

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article

19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.

For more information, visit McMaster University for ADMIN ASST, ACADEMIC (III)