



# 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.Link's 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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## PROGRAM COORDINATOR

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | <b>25046-6564</b>   |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=25046-6564">https://careers.indigenous.link/viewjob?jobname=25046-6564</a> |                     |
| <b>Company</b>     | McMaster University   |                     |
| <b>Location</b>    | Hamilton, ON  |                     |
| <b>Date Posted</b> | From: 2019-03-20  | To: 2050-01-01      |
| <b>Job</b>         | Type: Full-time   | Category: Education |

### Description

The Forge (campus-linked accelerator) for Hamilton/McMaster<https://theforge.mcmaster.ca>

Responsible for developing, planning, and maintaining the efficient operation of a division and its related programs, and coordinating all aspects of the program including curriculum administration, implementation, promotion, recruitment, resource, and financial management. Implements and maintains the efficient administrative operations at a designated site under the direction of senior staff.

- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Participate in the development, evaluation, and review of academic and scholarly programs and resources.
- Organize, coordinate, and assist with educational programs and events such as retreats, education days and other capacity building programs.
- Communicate and work collaboratively with various internal and external organizations and departments.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Develop the program budget for review and approval.
- Implement and maintain the program budget and expense reports. Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Ensure that financial accounts and reports are completed and managed competently and efficiently.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Facilitate meetings with various individuals including, but not limited to, program stakeholders and groups.
- Write a variety of documents including, but not limited to, reports, correspondence and minutes.
- Use a dictaphone to transcribe correspondence and other documents.
- Provide faculty and staff information regarding program policies and information about program requirements.
- Provide work procedure advice and guidance to staff.
- Review current academic calendar, and recommend and prepare curriculum revisions and clinical training schedules.
- Plan and coordinate a variety of departmental activities and events.
- Gather and compile information required for a variety of documents and reports.
- Complete research ethics board applications and other related proposals for review by senior staff.
- Update and maintain records and databases.
- Act as a liaison between the department and various stakeholders with regards to facility operations.
- Train and mentor support staff and act as first point of contact with regard to issues related to administrative staff.
- Ensure adherence to health and safety requirements and maintain the training database for staff
- Ensure timely and efficient processing of attendance sheets and payroll for temporary, casual and continuing staff
- Provide efficient facility management the administrative support structure at the designated hospital site.
- Provides front line service to faculty and staff, and in consultation with senior staff, sets standards for the quality of department services.
- Provide information to individuals with inquiries surrounding human resources matters including, but not limited to, collective agreements, hiring procedures, benefits, vacation, sick time, and payroll processes.

Provide lead hand supervision and is responsible for the quality and quantity of work of others. Provide orientation and show procedures to others. 2 year Community College diploma in Office Administration or related field. Requires 4 years of relevant experience.

The successful candidate will be responsible for keeping day-to-day operations at The Forge's two locations running smoothly. Key responsibilities include financial management and reporting, oversight of the budget, purchasing, and record-keeping. JD0692

For more information, visit McMaster University for PROGRAM COORDINATOR