



# 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  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Administrative Coordinator - Faculty of Community Services

<b>Job ID</b>	<b>365445-1-8247</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=365445-1-8247">https://careers.indigenous.link/viewjob?jobname=365445-1-8247</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-06-16	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Met is on a transformative path to becoming 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. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter.

About the Faculty of Community ServicesThe nine Schools within the Faculty of Community Services (FCS) offer professional programs that prepare individuals for addressing the health and social care needs of multiple population groups. Our programs are designed to encourage students to be creative and critical thinkers and effective problem solvers, who can transcend disciplinary boundaries to find lasting solutions to social issues. We prepare our students to navigate an increasingly globalized workplace, characterized by the integration of diverse peoples, cultures, technologies, economies and political processes.

#### The Opportunity

The Administrative Coordinator will provide the department with a range of administrative and analytical support to coordinate the day-to-day operations.

Provide correspondence, recommendations on best next steps to members of the community and external partners.

Research, recommend and implement internal office processes and procedures.

Coordinate and monitor budgetary activities and prepare analytical or statistical reports.

Responsibilities: Provide administrative and analytical support for reports, including conducting research, data collection, generating statistics, preparing reports, presentations and other documents/materials Provide client service and work direction to others including staff, faculty and students and advising and addressing inquiries and requests Create, review and monitor implementation and maintenance of internal office systems and processes and procedures Coordinate departmental financial processes and budget activities, including tracking expenses, cost centre activities and investigate variances Coordinate the application, evaluation, adjudication, and payment processes for university and faculty-level awards involving the Faculty of Community Services. Provide administrative support for second-level student academic appeals at the Faculty level, including providing general information about the appeals process, policies and procedures, reviewing appeal package for completeness, referring student appeal to appropriate lead, and drafting response letter for the Associate Dean's review and sign-off. Administer and coordinates the Associate Dean's calendar; provides information and advice on topics and issues that require attention and follow-up action.

Qualifications Successful completion of a post-secondary degree program in business administration/management or a related field and a minimum of 3 years of experience in a similar role within an office environment with the following requirements: Experience providing research support and budget administration. Experience with database applications and website content updating. Experience organizing events involving external partners. Experience in word processing, report preparation, office procedures/practices, scheduling meetings, event coordination Experience with tracking, monitoring budgets and accounts

Knowledge of academic and administrative processes and procedures Strong organizational and administrative skills with a strong attention to detail. Experience with financial and budget management Initiative, motivation and interpersonal skills. Solid oral and written communication skills for general correspondence, report writing High level analytical and problem-solving skills Excellent verbal and written communication, interpersonal and conciliatory skills including tact, diplomacy and patience. Strong time management skills and the ability to effectively prioritize and meet multiple conflicting deadlines. An ability to work independently and as an effective team-member; demonstrated ability to take initiative and exercise sound judgment. Proficiency in the use of Google Suite

Additional Information

Position Number(s) 10001881  
Reports To Associate Dean, Graduate Studies & SRC Activity  
Vacancy Type TERM  
Employee Group OPSEU  
Work Location Hybrid, 99 Gerrard Street East  
Start Date ASAP  
End Date July 7, 2023  
Hours of Work 36.25  
Grade and Step 11

We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Indigenous Human Resources Lead for support during the selection process. 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 careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

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, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Administrative Coordinator - Faculty of Community Services