



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Recruitment, Admissions & Student Support

Job ID	366923-1-8288	
Web Address	https://careers.indigenous.link/viewjob?jobname=366923-1-8288	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-27	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become 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. The Team The Lincoln Alexander School of Law is a different kind of law school designed to create a different kind of lawyer - one who is equipped with the contemporary skills and legal experience required to expand the reach of justice and respond to the evolving challenges in our society. We seek to become a model for legal education that drives the legal profession to become more accessible, equitable, and technologically advanced.

The Opportunity

We're seeking a Recruitment, Admissions and Student Support Officer to deliver student focused support and guidance in the Lincoln Alexander School of Law. If you've supported students with the admissions process and student engagement initiatives for a professional program or in a legal setting, you'll find this role very similar. Your main task Help to recruit and engage creative, innovative prospective and current students interested in changing the landscape of the legal profession through the admissions & recruitment process and through supporting the journeys of our current students. Other tasks Represent the Lincoln Alexander School of Law to a variety of national and international audiences including future students, parents and guidance counselors to position the School positively and competitively within the higher education sphere. Provide advice to prospective students, parents and counselors regarding programs and admissions policies and procedures and supporting outreach and recruitment programming all within a fast paced environment. Build mentorship, academic success, student government, health & wellness and other programs to support the success of current students. Your team Fellow Recruitment, Admissions & Student Support Officers, legal professionals and practitioners. Key areas of responsibility: Interpreting admissions policies, guidelines and practices to prospective and current students Communicating admissions policies and guidelines Providing advice, support and resources to current and prospective students Participating in recruitment and outreach activities for incoming students Providing key research, analytical and administrative support Designing, implementing and evaluating various student success programs

Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications: A minimum of 3 years' experience is required, ideally in a post-secondary admission/recruitment environment, preferably professional school experience. Experience in public speaking/public relations, counselling/advising and in dealing effectively with all types of people required. Experience with travelling independently and inter-culturally. Experience planning, organizing, and coordinating student and special events. Excellent oral and written communication, presentation and interpersonal skills. Exemplary level of professionalism and client-service focus. Strong organizational and administrative skills. Computer and web experience (conceptual and/or writing for) including familiarity with the web as a research tool. Digital proficiency and knowledge of digital applications and technologies for database management and research. Ability to develop and implement customized programs (e.g. for student recruitment and admissions, file reviews, academic success, etc.) Demonstrated ability to research and present statistical and analytical reports and develop promotional materials. Analytical skills and research writing. Familiarity with law school admissions criteria and the legal industry.

Additional Information

Position Number(s) 20003596
Reports To Assistant Dean, Student Programming, Development and Equity
Vacancy Type TERM
Employee Group OPSEU
Work Location Toronto, ON.
Start Date ASAP
End Date 1 year from start date

Hours of Work 36.25
Grade and Step 12
Salary Scale \$71,284.07 - \$90,300.54 (hiring range: \$71,284.07 - \$77,894.04)
HR Advisor Claudiu
Application Close Date Reposted - Open until filled

Qualified OPSEU candidates will be considered before members of other employee groups. This is a term position with a guarantee to return to home position for OPSEU FTCE employees only. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications. 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. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Recruitment, Admissions & Student Support