



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Scheduling and Examination Coordinator

Job ID	367570-1-7154	
Web Address	https://careers.indigenous.link/viewjob?jobname=367570-1-7154	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-22	To: 2050-01-01
Job	Type: Full-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 Opportunity

The Scheduling and Examinations Coordinator will lead the planning and execution of course and examinations for all academic divisions promoting a positive overall experience for students. In collaboration with the Manager, University Scheduling ("Manager") and Scheduling Officers, this role defines course and scheduling requirements for all University courses and exams, supports and recommends on examination budgeting and forecasting activities, and develops appropriate workplans. The incumbent will ensure continuous process monitoring in order to ensure academic integrity, policy, practices, risk management and security protocols are adhered to for on-campus exams. Additionally, they will ensure the successful implementation of examination and course scheduling logistics within all scheduling and budgetary requirements. Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary degree, preferably in a business administration, with a focus on big data and data analytics;
- A minimum of five (5) years' related experience in a post-secondary educational setting; A Master's degree is preferred to be able to research data, concepts and ideas, develop and think them through to consequences of decisions
- Experience leading and coordinating the activities of committees and groups involved in broad programs and initiatives, effectively collaborating with multiple stakeholders from different backgrounds and interests;
- Experience with evaluating scheduling requirements, set up and configuration of applications, databases, reporting requirements used in the creation of schedules;
- Experience in interpreting and applying complex academic policies, principles and guidelines and working in a high volume environment with conflicting deadlines;
- Experience in a fast-paced environment and experience working independently and collaboratively within a team environment.
- Strong analytical and research skills, and attention to detail;
- Superior written, oral presentation and communication skills;
- Effective training facilitation skills;
- Excellent interpersonal and mentoring skills;
- Strong problem-solving, conflict resolution and negotiation skills;
- Strong time management skills, agility, flexibility and ability to multi-task, prioritize work and manage numerous deadlines during periods of high workload volume;
- Ability to use sound judgement and decision making;
- Advanced skills in data processing, systems analysis and knowledge of large computer operating systems and programs;
- Demonstrated knowledge of administrative procedures, practices, and guidelines in the private and public sector;
- Proficiency with Microsoft Office Suite, extensive experience using Word and spreadsheets, database management and communication systems, such as PeopleSoft, and internet and G Suite applications. Working knowledge of Access is an asset.
- Strong relationship management skills and ability to work independently or as a member of a team;
- Ability to develop new work methods to deal with new or unusual circumstances if needed.
- Leading up to and during the examination period, work and on-call availability may be required outside of usual business hours.
- Ability to demonstrate resilience and flexibility in the workplace.
- Ability to maintain confidentiality and objectivity;

Additional Information

Position Number(s) 20004299
Reports To Manager, University Scheduling
Vacancy Type FTCE
Employee Group OPSEU
Start Date ASAP
End Date Not Applicable
Hours of Work 36.25
Grade and Step 13
Salary Scale \$76,273.96 - \$96,621.56(Hiring Salary range - \$76,273.96 - \$83,346.62)
HR Advisor Aneka Olbino
Application Close Date January 6, 2023

- Qualified OPSEU candidates will be considered before members of other employee groups.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- An equivalent combination of education and experience may be considered.

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. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Scheduling and Examination Coordinator