



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/30

Administrative Coordinator, Student Wellbeing

Job ID	368929-1-8604	
Web Address	https://careers.indigenous.link/viewjob?jobname=368929-1-8604	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-19	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. About Student Wellbeing

The Student Wellbeing department encompasses a variety of wellbeing and accessibility supports at Toronto Metropolitan University (TMU) that reflect a university community that is fully committed and engaged in developing and sustaining supportive environments that foster wellbeing and academic success. This Student Wellbeing team works in a collaborative, student centred manner to enable student success by developing, implementing and overseeing an integrated portfolio of inclusive health, learning, accessibility and wellbeing supports, programs and services using an anti-racist, health equity and justice approach based on the social determinants of health.

The Opportunity

The Administrative Coordinator will provide administrative and research support to the department of Student Wellbeing. This role will manage the coordination of schedules and select committees, and the overall activities of the department. This role will represent the department with professionalism, tact and diplomacy. 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 a post-secondary diploma, preferably in a business-related discipline.
- A minimum of 5 years of senior administrative support experience including schedule management.
- Strong finance and budget management skills, including experience working with financial data and budget spreadsheets.;
- Experience providing support to cross-departmental committees is an asset.
- Well developed client service, oral and written communication, and time management skills.
- Attention to detail, initiative, and ability to anticipate needs;
- Strong organizational and administrative skills.
- Strong research and investigative skills.
- Accounting and bookkeeping skills.
- Analytical and critical thinking skills.
- Demonstrated knowledge of word processing programs and Google Suite applications
- Demonstrated knowledge of computers (MS Office) specifically Microsoft Excel and information systems
- Demonstrated ability to handle multi-tasks, multi-demands within the working environment.

Additional Information

Position Number(s) 20004459
Reports To Executive Director, Student Wellbeing
Vacancy Type TERM
Employee Group MAC
Work Location Hybrid
Start Date ASAP
End Date 2 years from start date
Hours of Work 36.25
Grade and Step C41
Salary Scale \$59,825 - \$95,565 (Hiring Range \$59,825 - \$69,925.5)
Application Close Date September 29, 2022

An equivalent combination of education and experience may be considered. 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 Administrative Coordinator, Student Wellbeing](#)