



# 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

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## Manager, Spanning the Gaps - The Chang School

<b>Job ID</b>	<b>369000-1-6055</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=369000-1-6055">https://careers.indigenous.link/viewjob?jobname=369000-1-6055</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-09-20	To: 2050-01-01
<b>Job</b>	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 Chang SchoolThe G. Raymond Chang School of Continuing Education is Canada's foremost provider of university-based adult education, facilitating access to the University's renowned, professionally relevant courses and programs. Since 1975, we have been delivering leading-edge workplace knowledge that empowers learners to reach their personal and professional goals. We have approximately 70,000 annual enrolments (in 1,500 courses, seminars, and workshops) in Arts; Business; Communication and Design; Community Services; Engineering, Architecture, and Science; Gateway for International Professionals; Programs for 50+; and Spanning the Gaps &ndash; Access to Post-Secondary Education. We also offer 86 career-related certificate programs and numerous course series, with 39 certificate programs that can be completed entirely at a distance. Our flexible, accessible programming is available on campus, via distance education, and off-site for employee groups at leading organizations. We especially welcome applications from individuals who self-identify as women, Black, Indigenous or a racialized person, who will be integral towards serving our highly diverse student population. If you identify in one of the former groups, we encourage you to self-identify in your cover letter. This is truly an exciting time to join The Chang School as we embark on our strategic planning guided by the values of equity, diversity and inclusion and with a firm belief that diversity is our strength. We are building a culture of recognizing and celebrating diversity and welcome you to join us. Spanning the GapsFor over fifteen years, Toronto Metropolitan University's Spanning the Gaps program &mdash; offered through the G. Raymond Chang School of Continuing Education &mdash; has provided mentoring, courses, tutoring and career guidance to help adult learners from different educational backgrounds transition to post-secondary programs. Our students come from diverse backgrounds and face multiple barriers including but not limited to financial challenges, precarious housing and mental health. We also provide specific programming through our partnerships for BIPOC and Veteran students. More than 1,580 adults have accessed post-secondary education, thanks to our program.Spanning the Gaps is based on the belief that education can break cycles of intergenerational poverty and social exclusion, and that higher education transforms lives and contributes to social cohesion, social stability, and a civic society. We are committed to playing a role in the Greater Toronto Area community in terms of expanding educational opportunities and building educational capacity. Our goal is to increase the post-secondary participation of young people and adults who might not otherwise interact with or experience post-secondary education. To this end, we have created a program we call Spanning the Gaps &ndash; Access to Post-Secondary Education. We work in partnership with schools, school boards, and community agencies.

### The Opportunity

The OpportunityThe G. Raymond Chang School of Continuing Education is looking for a Manager, Spanning the Gaps to implement, manage and coordinate the processes to support the Spanning the Gaps programming. The Manager will provide guidance to current and prospective students, coordinate course offerings, hire staff and instructors, oversee student intake/enrolments, assist in marketing and outreach promotion and participate in the writing of grant proposals and annual program planning and evaluation of the Spanning the Gaps program. Responsibilities: Provides overall guidance to current and prospective students and support staff who provide students with a one-stop area to resolve academic, administrative and technical issues. Provides program coordination and support to the Director, Community Engagement, instructors, and to Toronto Met and outreach community contacts. Coordinates all course offerings, instructor and staff hiring and student intake/enrolments. Participates in annual budgetary program planning processes for the Spanning the Gaps Program. Evaluates the effectiveness of Spanning the Gaps programs. Directly supervises and coordinates the work of the Academic and Recruitment Advisor, Case Coordinator, Student Success Facilitator, Departmental Assistant and student mentors. Liaises with community partners and coordinates applicable mutual programming. Leads students case management activities; provides insight on academic advising and service navigation supports; facilitates on and off campus pathways and referrals; monitors student academic and non-academic processes through case management. Provides supervision and staff support in crisis and conflict situations, by liaising with other campus services/ departments and working in consultation with senior management. Liaises with community partners to initiate and coordinate applicable mutual programming. Contributes to the strategic planning process for programmatic renewal. Leads program recruitment and marketing initiatives. Prepares donor and grant reports. Manages the student awards and bursaries systems.

**Education and Experience** Completion of a Master's Degree in Social Work, Education, Psychology, Sociology or a related field and a minimum of five (5) years of experience working with marginalized students, preferably in a post-secondary environment, with a minimum of (3) years of experience in program development, implementation and evaluation, required. An equivalent combination of education and experience may be considered Proven track record as an effective manager in an environment emphasizing post-secondary transition, student development and retention. Prior experience in program and project management Proven community relationship building skills

**Knowledge** Knowledge of post-secondary access and equity issues for marginalized populations Knowledge of post secondary issues of such student access, attainment and success and skills development Knowledge of adult learning principles

**Abilities/Qualities** Excellent leadership and relationship management skills, including interpersonal, conflict management and dispute resolution skills Good interpersonal and cross-cultural skills High degree of judgment, initiative, discretion and insight Effective written and verbal communication skills

**The Perks** There is something for everyone! Employees are eligible for many benefits, services and discounts that Toronto Metropolitan University has to offer: Mid-year break that provides two weeks of paid time off in addition to your vacation. Group benefits including health and dental, employee and family assistance program (EFAP) and more! Tuition waiver for eligible employees and their spouse and/or dependent(s) and Tuition Rebate for eligible employees. TMU/Ryerson Retirement Pension Plan (RRPP): A defined benefit pension plan. Access to the Ryerson medical centre directly on campus. And many more!

#### Additional Information

Position Number(s)  
20002625  
Reports To Program Director, Community Engagement  
Vacancy Type TERM  
Employee Group MAC  
Work Location Hybrid (in-person and remote)  
Start Date ASAP  
End Date December 2023  
Hours of Work 36.25  
Grade and Step C42  
Salary Scale Min: \$66,705; Job Rate:\$86,630Max: \$106,555

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 Manager, Spanning the Gaps - The Chang School