



# 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.Links 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: 2024/05/02

## Assistant to the Dean

<b>Job ID</b>	<b>369034-1-4117</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=369034-1-4117">https://careers.indigenous.link/viewjob?jobname=369034-1-4117</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-09-21	To: 2050-01-01
<b>Job</b>	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 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

The Assistant to the Dean provides confidential administrative support to the Dean's portfolio at the highest level of professional standards and best practices. The incumbent liaises extensively with various academic and administrative units on campus and with external stakeholders. The incumbent will also provide research support, organize and support faculty council meetings, create reports and manage confidential and sensitive information as it relates to the priorities of the Dean's Office. Oversees the Dean's calendar to ensure an organized and efficient schedule of the Dean and flow of information. Supports the goals, objectives and special projects of the Office of the Dean and also works closely with the Executive Director, Strategic Initiatives and Operations. Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Post-secondary degree preferably in a business related discipline or equivalent.
- Minimum of three years of relevant work experience within a university environment.
- Experience in a support function as part of a senior management team, involving high-level problem solving skills.
- Experience working with high profile individuals
- Prior experience in academia and/or in a legal environment is an asset.

#### Additional Information

Position Number(s) 20003386

Reports To Dean, Faculty of Law  
Vacancy Type FTCE  
Employee Group MAC  
Work Location Hybrid  
Start Date ASAP  
End Date Not Applicable  
Hours of Work 36.25  
Grade and Step C41  
Salary Scale \$59,825 - \$95,565 (Hiring range: \$59,825 - \$77,695)  
HR Advisor Claudiu  
Application Close Date Posted until filled

Additional Notes:

- Qualified MAC candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- 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.
- 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 career site.
- 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, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: [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 Assistant to the Dean