



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

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SR. EDUCATION PROGRAM ASSOC.

Job ID	36923-1486	
Web Address	https://careers.indigenous.link/viewjob?jobname=36923-1486	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-03-05	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Reporting to the Manager of Education Enterprise of The Department of Family Medicine (DFM) with an accountability to the Program Administrator at the Niagara Regional Campus, the Senior Education Associate (EA) provides support to faculty, residents and Site Director in relation to all facets of the Niagara Site Postgraduate Residency Site within the DFM. The Senior EA will provide administrative support and coordination of scheduling, planning a variety of academic events, projects/activities and will assist with facilitating processes across the program related to competency based medical education. The Senior EA will work collaboratively with the Niagara Regional Campus staff and faculty. JD#00991 Job Summary: Responsible for providing administrative support for an academic program or department, the Senior Education Program Associate plans and coordinates a variety of academic program or department events, projects and activities and is also accountable for monitoring the applicable project and event budgets and forecasting financial gains and shortfalls. Performs the duties of the position in accordance with established policies, procedures, and calendar of events, and is responsible for coordinating resident rotation schedules and a variety of educational events and other learning and research initiatives. Creates positive partnerships with preceptors, teaching units, clinics, sites, campuses, practices, and other support staff. Purpose and Key Functions:

- Collect, analyze, assess, and summarize information relevant to the decision making process and developing recommendations for final approval and implementation.
- Oversee the Canadian Residency Matching System (CaRMS) with the objective to match all available learner spots to ensure the viability of the program.
- Assist in implementing program software changes, electronic modules and program surveys. Complete regular reports on projects and events status to all stakeholders, leadership and support staff and ensure the project scope and project parameters are clear.
- Maintain, evaluate and continuously update projects and events including, but not limited to, electronic modules, curriculum updates, CaRMS and databases.
- Oversee and coordinate education events, tutorials, academic half days and other learning and research initiatives.
- Create, design and develop banners, presentations and other promotional materials for use at various events.
- Create financial projections for projects and events and adjust throughout the duration of the project and event.
- Monitor budgets and reconcile accounts, complete financial transactions including travel expense reports, advances, electronic cheque requisitions, purchase orders and journal entries.
- Ensure appropriate venues and catering are secured provided and book transportation and audio-visual equipment as required.
- Delegate tasks appropriately to staff to assist with planning and coordinating events and activities.
- Make recommendations about future activities and events based on needs and results surveys.
- Facilitate various meetings and chair committees where applicable.
- Develop, plan, and coordinate rotation schedules for qualified residents at multiple sites.
- Facilitate the evaluation process for preceptors and students. Compile evaluation results and bring negative evaluations forward for review.
- Write a variety of documents including, but not limited to, correspondence and minutes.
- Respond to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Maintain confidentiality of information.
- Set up and maintains filing systems, both electronic and hard copy.
- Update and maintain information in databases.
- Set up, use, and troubleshoot teleconferencing and videoconferencing equipment.

Additional Information: The successful candidate has at least three years of experience working in an academic or clinical setting, experience working with medical trainees and a distributed education model. Additional competencies include: Demonstrated skills working in a team environment, demonstrated experience with various software applications including word, excel, outlook, and database management as well as proven experience using webex, zoom or equivalent technologies. Experience using MedSIS system is considered an asset. The Senior Education Program Associate shares responsibility for modelling and supporting policies and practices that are aligned with DFM's commitment to truth and reconciliation with Indigenous Peoples, to addressing the harms of racism experienced by Black and People of Colour, and to creating and sustaining an equitable, diverse and inclusive workplace for all. Preference will be given to candidates who embody our values: Honouring and respecting others and ourselves, practicing creativity and courageous inquiry and action, and engaging one another with generous recognition of our interdependence.

For more information, visit McMaster University for SR. EDUCATION PROGRAM ASSOC.