



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
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

International Recruitment Officer

Job ID	369412-1-2819	
Web Address	https://careers.indigenous.link/viewjob?jobname=369412-1-2819	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-11-22	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. About the International Student Enrolment, Education and Inclusion (ISEEI) Office:

International Student Enrolment, Education and Inclusion (ISEEI) provides the university with strategic leadership to support Toronto Met's goal of increasing international student enrolment as outlined by the International Strategy. Through international recruitment campaigns, ISEEI contributes to the building of Toronto Met's international profile and brand. ISEEI is involved in ensuring a quality experience for international students from application to enrolment by working alongside partners within the Office of the Vice-Provost, Students (OVPS): The Office of the Registrar, Athletics & Recreation, Student Affairs and Student Wellbeing.

The Opportunity

The International Recruitment Officer officially represents Ryerson to a variety of international audiences by providing a credible and consistent representation of the university to position it positively and competitively within the higher education marketplace. This role advises prospective students, parents, guidance counsellors, and education agents on university programs, services, admissions policies and procedures. In collaboration with the Associate Director, the International Recruitment Officer supports the research, planning and execution of regional outreach and recruitment initiatives to generate a robust and highly qualified applicant pool to meet the University's international enrolment targets. Please note that this is a hybrid role with the opportunity to work remotely and on-campus as operationally required. 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 degree program in a related discipline.
- A minimum of 3 years of experience in a post-secondary admission/recruitment environment.
- Experience with public speaking and travelling independently and inter-culturally.
- Experience recruiting post-secondary students in the Middle East, North Africa and Turkey is an asset
- Experience initiating, planning, executing, and monitoring events.
- Experience with Customer Relationship Management (CRM) software functionality and processes, preferably Salesforce.
- Excellent oral and written communication, presentation, and interpersonal skills.
- Exemplary level of professionalism and client-service focus.
- Strong organizational and administrative skills.
- Digital proficiency and knowledge of digital applications and technologies for database management and research.
- Ability to develop and implement targeted outreach and recruitment initiatives.
- Demonstrated ability to research and present statistical and analytical reports and develop promotional materials.
- Language capability in Arabic is an asset.
- International travel is required
- G Driver's License with a clear record
- Valid passport
- Vulnerable Sector Check with a clear standing is required.

Additional Information

Position Number(s) 20002053
Reports To Associate Director, International Recruitment
Vacancy Type TERM

Employee Group OPSEU
Work Location Hybrid
Start Date ASAP
End Date December 2, 2023
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 December 2, 2022

Notes:

- 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.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.

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 International Recruitment Officer