



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Student Support Assistant, TRSM

Job ID	369551-1-4336	
Web Address	https://careers.indigenous.link/viewjob?jobname=369551-1-4336	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-11-28	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. The team The Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs.

The Opportunity

Are you looking for a #rewarding career in Student Services Are you passionate about supporting the next generation of business leaders as they attend Ted Rogers School of Management The Student Support Assistant is responsible for providing faculty information, guidance and support to students and providing general administrative support to the department.

Responsibilities

- Provides general administrative support
- Provides front-line support and advice
- Maintains database for information storage
- Assists with statistical and financial reporting

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of a post-secondary diploma in office administration, business administration or a related field;
- Minimum of 3 years of experience in a similar role within an office environment including experience with database

applications; organizing events involving external partners; and office administration (word processing, report preparation, office procedures/practices, etc.).

- An equivalent combination of education and experience may be considered;
- Strong organizational and administrative skills.
- Demonstrated knowledge of MS Office (Word, PowerPoint, Excel, etc.) as well as administrative, client service, oral and written communication, and time management skills.
- Strong time management skills including an ability to multi-task and meet deadlines.

Additional Information

Position Number(s) 20003049
Reports To Manager, TRSM Advising
Vacancy Type TERM
Employee Group OPSEU
Work Location Hybrid
Start Date ASAP
End Date June 30, 2023
Hours of Work 36.25
Grade and Step 9
Salary Scale \$58,189.04 - \$69,480.75 per annum
(Hiring Salary Range: \$58,189.04 - 63,584.74 per annum)
HR Advisor Claudiu Fillimon
Application Close Date December 9, 2022

Notifications:

- 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.
- An equivalent combination of education and experience may be considered.
- Candidates may be asked to demonstrate qualifications through occupational tests.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- 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. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Student Support Assistant, TRSM