



# 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

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## Administrative Coordinator - General Counsel and Board Secretariat

<b>Job ID</b>	<b>370189-1-6188</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=370189-1-6188">https://careers.indigenous.link/viewjob?jobname=370189-1-6188</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-11-25	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..

**Office of the General Counsel and Board Secretariat** The General Counsel and Board Group (GCBG) is the senior leadership of the Office of the General Counsel and Board Secretariat. As a group of professionals with expertise in governance, legal services, and information access and privacy, GCBG plays a key strategic role in safeguarding and upholding the reputation of Ryerson. GCBG advises and assists the Board of Governors and Ryerson faculty and staff on policies, laws, governance, privacy, compliance, records management and risk management. 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 our office 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.

## The Opportunity

The Office of the General Counsel and Board Secretariat ("GCBS") is looking for an Administrative Coordinator to provide a wide range of administrative support and coordination in the office of the General Counsel and Board Secretariat ("Office") in support of the goals and objectives of the office. Coordinates the day-to-day operations of the Office and coordinates various administrative work under the direction of the Director, Administration and Governance ("Director"). Responsibilities Provides administrative support to the Director in various office management, including scheduling, drafting documents and reports, preparing correspondences, coordinating logistical arrangements for meetings and events, conducting research, preparing data collection for financial management, file management, and HR management Supports the Director with the project management, governance functions, and other office initiatives Supports the General Counsel, Secretary of the Board of Governors, and University Privacy Officer "General Counsel" with scheduling and various administrative support Processes financial transactions and supports the Director with financial management Coordinates and maintains office communications

Qualifications Successful completion of a post-secondary diploma, preferably, in a business-related discipline and a minimum of three (3) years of experience in an administrative and customer service role providing support to senior management in a fast-paced, deadline driven environment are required Solid written communication skills to draft straightforward reports, correspondence Experience in event management or coordination Excellent communication skills Demonstrated experience in scheduling and coordinating meetings, booking facilities and making associated logistical arrangements Strong analytics, problem-solving, judgment and prioritization skills to determine purpose and urgency of issues ensuring confidentiality of issues Strong attention to detail in document management, correspondence, database management Experience in processing financial transactions, reconciliations, tracking and maintaining budget records Demonstrated client service skills with the ability to deal professionally, diplomatically and sensitively with all types of individuals Ability to work in a fast-paced environment while demonstrating a high-degree of accuracy and an attention to detail Ability to work collaboratively within a team environment Exceptional interpersonal skills and the ability to deal professionally, diplomatically and sensitively with all types of individuals Excellent time-management skills and the ability to prioritize and ensure completion of work Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint), Google Gmail and Google Docs, and Asana

## Additional Information

Position Number(s) <20003333  
Reports To Director, Administration and Governance  
Vacancy Type TERM  
Employee Group MAC  
Work Location Hybrid (in-person and remote)  
Start Date ASAP  
End Date 1 year from start date with a possibility to extend the term  
Hours of Work 36.25  
Grade and Step C41

Salary Scale     Target Salary : \$59,825

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 Administrative Coordinator - General Counsel and Board Secretariat