



# 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: 2024/04/28

## Program Manager, Arts/Communication - The Chang School

<b>Job ID</b>	<b>370329-1-3106</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=370329-1-3106">https://careers.indigenous.link/viewjob?jobname=370329-1-3106</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-12-02	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 Chang School** The G. Raymond Chang School of Continuing Education is Canada's foremost provider of university-based adult education, facilitating access to the University's renowned, professionally relevant courses and programs. Since 1975, we have been delivering leading-edge workplace knowledge that empowers learners to reach their personal and professional goals. We have approximately 70,000 annual enrolments (in 1,500 courses, seminars, and workshops) in Arts; Business; Communication and Design; Community Services; Engineering, Architecture, and Science; Gateway for International Professionals; Programs for 50+; and Spanning the Gaps &ndash; Access to Post-Secondary Education. We also offer 86 career-related certificate programs and numerous course series, with 39 certificate programs that can be completed entirely at a distance. Our flexible, accessible programming is available on campus, via distance education, and off-site for employee groups at leading organizations. 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 The Chang School 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 Program Manager will plan, develop, manage and administer Continuing Education (CE) programs and initiatives, including both degree credit and professional learning offerings. Ensure that CE programs meet the needs of both adult and undergraduate learners through flexible and accessible delivery modes. Collaborate with multiple partners internally and externally to ensure the CE program area offers current, relevant and innovative programs.

The successful candidate will work in a hybrid work environment (combining in-person/on-campus and remote work).

**Responsibilities** Plan and implement activities in support of the development and delivery of high quality programming from needs assessments, identifying opportunities in the design, development and delivery of continuing education offerings and maintaining project records. Implement key activities in curriculum renewal and to provide recommendations for purposes of updating program and course delivery to reflect labour market currency. Plan and manage the day-to-day activities of the portfolio to ensure efficient and effective operations of course delivery for students, teaching and administrative staff, including, monitoring financial reports against budget. Manage the recruitment, training, performance management and professional development for program staff.

### 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 Masters post-secondary degree program in a relevant discipline, such as Education, Business or Arts. A minimum of five (5) years of relevant work experience in management and administration, including the following requirements:

Monitoring and overseeing program budgets Experience participating in national, provincial and local initiatives that provide capacity to work collaboratively with other organizations and the ability to draw on resources. Demonstrated experience in effectively engaging in a process of program assessment, planning, implementation and evaluation

Leadership and management skills in the area of program development and delivery Knowledge of educational best practices and trends Organizational and analytical skills and the ability to problem solve Strong oral and written communication skills Relationship management skills including interpersonal, conflict management and dispute resolution skills A strong understanding of academic culture Demonstrated success in designing and delivering innovative programs and initiatives and knowledge of best practice in academic innovation. Strong organizational and project management skills. Solid oral and written communication skills for report, proposal, grant writing and delivery of presentations. A proven aptitude for data collection, analysis, and on-going evaluation. Proficiency in MS Office, project management software and web-based applications etc. Strong ability to work independently and collaboratively within a team environment.

**#academic program management**  
**The Perks** There is something for everyone! Employees are eligible for many benefits, services and discounts that Toronto Metropolitan University has to offer: Mid-year break that provides two weeks of paid time off in addition to your vacation. Group benefits

including health and dental, employee and family assistance program (EFAP) and more! Tuition waiver for eligible employees and their spouse and/or dependent(s) and Tuition Rebate for eligible employees. Ryerson Retirement Pension Plan (RRPP): A defined benefit pension plan. Access to the TMU medical centre directly on campus. And many more!

#### Additional Information

Position Number(s) 20002585  
Reports To Program Director  
Vacancy Type 1 year term  
Employee Group MAC  
Work Location Hybrid (in-person and remote)  
Start Date ASAP  
End Date NA  
Hours of Work 36.25  
Grade and Step C42  
Salary Scale Min: \$66,705; Job Rate: \$86,630 Max: \$106,555

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 Program Manager, Arts/Communication - The Chang School