



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: 2024/05/07

Writer and Content Specialist, TRSM

Job ID	370796-1-3367	
Web Address	https://careers.indigenous.link/viewjob?jobname=370796-1-3367	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-01-24	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. 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

Do you enjoy writing about a compelling story? At TRSM you would be telling the story of a world class business education which is committed to Equity, Diversity and Inclusion. Are you a passionate and **bold** communication professional looking for an exciting and challenging opportunity? This one

is for you…

The Writer and Content Specialist provides writing, content development and editing support to TRSM, its schools, centres and institutes. They deliver key messages to internal and external audiences in a manner that is accurate, creative and in keeping with the desired image and profile of TRSM and Toronto Metropolitan University. 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 area, such as English, Marketing, Journalism / Communications, Computer Science, or Information Technology
- A minimum of 3 years of experience is required in overseeing and designing multi-media content including the migration of content between content management systems.
- Must have excellent written and verbal communication skills, the capacity to write copy for students, faculty and other TRSM stakeholders.
- Strong business writing skills for internal communications, strong critical thinking, organizational, time management and prioritization skills, strong understanding of information architecture and UX, and strong computer skills.
- Experience with different communication platforms, website user interaction, usability, user satisfaction, user experience, SEO, change management and clear understanding of new and emerging media and technologies.

Additional Information

Position Number(s) 20001486

Reports To Director, Marketing and Communications

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date December 22, 2023

Hours of Work 36.25

Grade and Step 11

Salary Scale \$66,620.63 - \$79,548.49 per annum

(Hiring Salary Range: \$66,620.63 - \$72,798.18 per annum)

HR Advisor Claudiu

Application Close Date February 3, 2023

Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- 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.
- 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 Writer and Content Specialist, TRSM](#)