



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
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: 2024/05/04

Aboriginal Outreach & Recruitment Officer

Job ID	371968-1-2179	
Web Address	https://careers.indigenous.link/viewjob?jobname=371968-1-2179	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-01-20	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 Aboriginal Student Services TMU Aboriginal Student Services is a department within the Office of the Vice-President, Equity and Community Inclusion (OVPECI). RASS provides a culturally supportive environment to promote academic excellence and serves as a place to balance academic learning with traditional teachings and culture. The role of our office is to provide specialized services for First Nations, Metis and Inuit students on campus and to develop a mutually productive relationship between Ryerson and the Aboriginal Community. To learn more about Ryerson Aboriginal Student Services (RASS) visit <https://www.torontomu.ca/aboriginal/> or through our social channels: @TMUAboriginal on Facebook, @TMU_Aboriginal on Twitter, @RASS_Peers on Twitter, and @tmu_aboriginal on Instagram.

The Opportunity

Hello! N'it! Wachiya! Ahnee! Tansi! She:kon! Kwe! TMU Aboriginal Student Services is looking for an Aboriginal Outreach and Recruitment Officer to join our team! Reporting to the Program Manager, the Aboriginal Outreach and Recruitment Officer engages and advises prospective Aboriginal students, parents, caregivers and counsellors regarding TMU programs, admissions, policies and procedures. In this role you will collaborate with others within the university to review applications, evaluate education credentials, work alongside Admissions, and makes recommendations on the applications of Indigenous students. You will also create a positive and favorable impression of TMU by performing administrative, public relations, and presentation duties. Additionally, you will create outreach and recruitment programming including representing TMU on and off-campus, to effectively market the university and attract First Nations/Indigenous, Inuit and Metis peoples to its programs. Responsibilities:

- Develops, coordinates and participates in Aboriginal recruitment and outreach activities and represents TMU during these activities both in-person and virtually online.
- Develops, coordinates and conducts and/or participates in liaison events or programming both in-person and virtually online including but not limited to: APSIP (Aboriginal Post Secondary Information program), Counsellor Information Days, Discover Ryerson Days, Open Houses, Applicant Events, Online Chats, special events, etc.
- Advises on TMU's application and admissions programs, services and facilities.
- Develops and leads Aboriginal outreach initiatives.
- Provides administrative and analytical support to recruitment strategy.
- Develops and conducts campus tours (both indoor and outdoor).
- Responsible for coordinating and organizing RASS's annual Role Model Event
- Conducts research and data analysis and develops statistical and other reports.
- Travel off campus is required to visit education fairs, University fairs, provincial/regional Dialogues/Dialogue conferences, events, communities, etc. Travel expenses are covered by the Department.
- May be required to work beyond regular work hours for events, etc.
- Performs other duties/special projects as required.

Qualifications

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

- Candidates must self-identify as Indigenous, First Nations, Inuit or Metis Peoples, or Indigenous peoples of North America, preferably with a strong commitment to and knowledge of Indigenous knowledges, methodologies and experience in collaborating with Indigenous students, organizations and communities.
- Successful completion of a post-secondary degree program or 4 years of specialized training is required to develop the ability to organize, analyze, and synthesize complex information and concepts.

- Minimum of three (3) years of related experience is required, preferably in a post-secondary educational environment developing and conducting aboriginal student outreach programming and recruitment.
- An equivalent combination of education and experience may be considered.
- Experience in developing, coordinating and conducting presentations, events, and tours; advising students on admissions criteria and process; and effectively working with a variety of clients required.
- Experience researching, compiling, data analysis, and presenting statistical and other reports and both analytical and research writing is preferred.
- Traditional gifts including an understanding and experience of the grandparent teachings.
- Knowledge of educational issues/barriers faced by Aboriginal students/youth and adult learners (i.e. social, political, economic, Aboriginal educational history, Treaty rights, existing educational funding systems, Bill C-31 and Indigenous Affairs.
- Knowledge of educational funding systems, particularly First Nations, Metis and Inuit funding, OSAP funding, etc.
- Knowledge of the Aboriginal community and proven ability to utilize Aboriginal world views, teachings, traditions and protocols.
- Strong interpersonal skills; commitment to client service; and ability to develop and maintain relationships with both Aboriginal and non-Aboriginal communities, faculty, staff, students and external stakeholders.
- Exemplary level of professionalism; organizational and administration skills; and attention to detail.
- Strong public speaking/public relations skills; and oral and written communication skills.
- Financial and budgeting skills are an asset.
- Valid Driver's License in good standing and clean driver's abstract and a clear Vulnerable Sector Screening (VSS) is required.
- Advanced proficiency in using computers and the web; Google Workspace (Docs, Sheets, Slides, Calendar, Gmail); MS Office (Word, Excel, PowerPoint); presentation, word processing, spreadsheet and calendar management software; student information systems (RAMSS is an asset); and social media channels.

Additional Information

Position Number(s) 10001642

Reports To Program Manager

Vacancy Type FTCE

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date Not Applicable

Hours of Work 36.25

Grade and Step 12

Salary Scale \$71,284.07 - \$90,300.54

Hiring Range \$71,284.07 - \$77,894.04

HR Advisor Chelsea Fennell

Application Close Date February 28, 2023 (Note: applications will be reviewed as they are received)

Qualified OPSEU employees 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. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out Chelsea Fennell, Talent Acquisition Specialist for support during the selection process. 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 Aboriginal Outreach & Recruitment Officer