



# 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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## Manager of Career Services (TRSM)

<b>Job ID</b>	<b>372825-1-5229</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=372825-1-5229">https://careers.indigenous.link/viewjob?jobname=372825-1-5229</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-03-31	To: 2050-01-01
<b>Job</b>	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 over 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, a Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, a Masters of Science in Management and a PhD in Management. TRSM is also home to 15 innovative research centres, institutes and labs.

#### The Opportunity

Are you passionate about students succeeding in their #career journeys Do you want to be part of an #innovative and #bold team who supports students attending one of the top Business Schools in Canada Are you passionate about Equity, Diversity and Inclusion and do you strive to include this

lens as part of your work. If you answered yes to the above questions, then you will want to check out the Manager, TRSM Career Services at TMU which is part of the Ted Rogers School Of Management, one of leading business schools in Canada located strategically in the heart of downtown Toronto.

This role manages the operation of career service programs to provide exceptional employment opportunities to the Ted Rogers School of Management undergraduate students through the development of high level partnerships with corporate and Government contacts. The Manager provides high quality customized career counselling that ensures TRSM students and graduates are representing the goals, ideals and brand of the Ted Rogers School of Management at Toronto Metropolitan University. Here are some things you can expect to do in this role.

- Develops, implements and manages a strategy to promote and support relationships with prospective and existing employers and other external stakeholders.
- Works with the Director, Co-operative Education and Careers to oversee the day-to-day operations of the TRSM Careers, to ensure alignment with standard practices. Develops, implements and manages a comprehensive career development program for all undergraduate students and graduates in the Ted Rogers School of Management.
- Develops and coordinates events with employment partners to provide students with opportunities to gain insight into career paths and network with employers.
- Oversees the hiring, performance management and development of staff, so that their full potential is actualized and their knowledge and skills are constantly updated.
- Participates in the "Business Career Hub Advisory Council" which includes industry, government and faculty representatives.

#### 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 Bachelor of Commerce degree or equivalent
- A minimum of five (5) years of customer relationship management/business development experience, career counselling/advising and working with students.
- Experience dealing with senior level executives
- Knowledge of Human Resources policies and practices including skills students require to be successful in the interview hiring process
- Analytical reasoning skills
- Presentation skills
- Career counselling skills
- Sales skills
- Project management skills
- Database mining and research skills
- Event planning skills
- Management/supervisory skills and strategic planning skills

#### Additional Information

Position Number(s) 20002900

Reports To Director, Co-operative Education and Careers, and  
Managing Editor, Hub Insights  
Vacancy Type TERM  
Employee Group MAC  
Work Location HYBRID  
Start Date ASAP  
End Date 1 year from start date  
Hours of Work 36.25  
Grade and Step C42  
Salary Scale \$66,705 - \$106,555 (Hiring range \$66,705 - \$86,630)  
HR Advisor Claudiu  
Application Start Date March 30, 2023  
Application Close Date April 7, 2023

Additional Notes:

- Qualified MAC 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@torontomu.ca](mailto:hr@torontomu.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Manager of Career Services (TRSM)