



# 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: 2024/05/08

## Co-op Program Coordinator

<b>Job ID</b>	<b>373151-1-9719</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=373151-1-9719">https://careers.indigenous.link/viewjob?jobname=373151-1-9719</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-05-16	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 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 Business Career Hub at the Ted Rogers School of Management is dedicated to providing students and alumni with the best quality career guidance and development skills to enable them to excel in the workplace now and throughout their careers. The Business Career Hub has strong relationships with Canada's top employers and we strive to provide the best customer service by providing customized recruiting options to our recruiters and working closely with the student body, staff, and faculty of our 11 distinct business programs.

#### The Opportunity

The TRSM Co-op Program Coordinator arranges and maintains quality co-op employment opportunities consistent with the learning needs of students, promotes and administers the application process for co-op programs across TRSM, ensures proper treatment of co-op students during placements, advises and monitors co-op students' progress.

#### Qualifications

- Completion of a post-secondary degree program or 4 years of specialized training to gain knowledge of active learning techniques and methods for engaging students
- A minimum of 3 years of experience in an academic and/or recruiting environment to gain knowledge of the operations and functions of industry, government and business, along with the ability to provide effective liaison between students, employers and the University.
- An equivalent combination of education and experience may be considered.
- Strong organizational skills

- Experience with co-operative education programs at the university level is an asset.
- Strong computer skills (MS Office, custom databases and web-based applications, CRM Experience, particularly Salesforce is an asset) and knowledge of word processing, spreadsheet and database applications; internal and external communication systems such as e-mail,, the Web and the Internet are required.
- Excellent written and verbal communication skills to communicate concisely and effectively with a broad range of individuals both internally and externally and to make effective group presentations.
- A demonstrated commitment to client service - specifically students, employers, staff, faculty, and other external clients; excellent interpersonal and human relations skills, diplomacy, sensitivity and professionalism are required to handle sensitive situations and provide effective guidance to students.
- Marketing and promotion skills to develop strategies in obtaining quality jobs and to promote Ted Rogers Co-operative Education to potential employers to secure co-op opportunities for students.
- Sound judgment and strong analytical skills to determine employer needs and ensure appropriate employment for students.

#### Additional Information

Position Number(s) 20003031

20002076

Reports To Manager, Co-operative Education (TRSM)

Vacancy Type TERM

Employee Group OPSEU

Work Location HYBRID

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade and Step 12

Salary Scale Salary range: \$71,284.07 - \$90,300.54. Hiring range: \$71,284.07 - 77,894.04.

HR Advisor Claudiu

Application Close Date May 31, 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 and testing is a first step in the screening process prior to being granted an interview
- 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 Co-op Program Coordinator