



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/26

Administrative Coordinator

Job ID	377042-1-4268	
Web Address	https://careers.indigenous.link/viewjob?jobname=377042-1-4268	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-10-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) 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. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The Team

The University Planning Office (UPO) manages the development and implementation of activities related to Toronto Metropolitan University's academic plan, enrollment planning, and academic budget planning. The UPO also undertakes policy research, survey research, data analysis, performance measurement, and institutional research project oversight for the university. As part of Ryerson's accountability initiatives, the UPO has developed a series of performance indicators for the university and progress indicators for individual programs and academic units. This office also conducts surveys to learn about the student and graduate experience as it relates to Ryerson's programs and services. The UPO resides with the portfolio of the Office of the Provost and Vice-President, Academic, and liaises with government officials and other universities and organizations on a variety of issues including data reporting.

The Opportunity

The Administrative Coordinator provides administrative, technical and research support to the Vice Provost, University Planning and research team, and maintains the Office's records management system, scheduling system and operating budget. The successful candidate will collaborate with a range of administrative departments to ensure due diligence on matters related to human resources and financial services, as well as support University Planning's information technology and physical resource needs. Responsibilities will include but are not limited to:

- Provides senior and confidential administrative support to the Office of the Vice Provost. Anticipates the needs of the Vice Provost in prioritizing and managing calendars, meetings and activities, preparing for meetings, maintaining agendas, and attending to confidential issues and concerns often with very tight deadlines. Updates the Vice Provost on day-to-day activities involving the Office.
- Coordinates meetings, communications, memos and inquiries directed to the Vice Provost's office from TMU senior management, Faculties and Schools, as well as external inquiries. This includes balancing priorities, researching and assessing situations, investigating and resolving problems and/or referring queries to appropriate parties, responding to inquiries on matters for which the Office provides information, determining the confidentiality and appropriateness before the information is released, and assisting in the processing of letters and reports drafted by the Vice Provost on behalf of the President.
- Manages other day-to-day office administration matters such as telephone and email inquiries and messages, mail, word processing of major reports and documents (which requires proper format, consistency and accuracy of text and data) and composes draft correspondence.
- Manages special and research oriented projects as assigned by the Vice Provost. Prepares the necessary assessments and recommendations as appropriate.
- Obtains information from the offices of the President and other senior management, as well as the Council of Ontario Universities, Ministry of Colleges and Universities, and other Ontario universities for the preparation of analyses and reports.
- Prepares presentations, formats tables, and produces graphs and flowcharts. Conducts electronic literature and information searches, and prepares, reviews and summarizes those materials for use in reports to the government.
- Develops and tracks the Office's operating budget, identifying and investigating any potential problems.
- Manages purchasing transactions and approves invoices for payment; manages the Office's purchasing card; initiates purchase orders for survey and membership payments, as well as vendor contracts.
- Recommends office equipment and systems, including preparing quotes, ensuring equipment complies with CCS system requirements, ordering equipment, facilitating service from CCS, assisting with workstation setup, and troubleshooting technical issues.

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
- Three (3) to five (5) years of relevant administrative/secretarial experience in a research environment
- Strong working knowledge of relevant computer software such as Microsoft Office, including Excel and excellent Powerpoint skills, experience with Oracle Government Financials
- Experience in a support function to a senior management team
- Experience in website maintenance
- Experience with records management
- Conceptual and computational skills
- Budgeting and analytical skills
- High level problem solving skills
- Interpersonal, time management and organizational skills
- Communication skills (verbal and written)
- Knowledge of online searches
- Experience working with GSuite Apps is an asset
- Capacity to exercise discretion, confidentiality and a professional decorum

Additional Information

Position Number(s) 10001135

Reports To Interim Vice Provost, University Planning

Department Office of University Planning

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid, minimum 2 to 3 days per week on campus, additional days on site may be required during times of high volume or during events

Start Date ASAP

End Date February 10, 2025

Hours of Work 36.25

Grade C42

Salary Scale -

Hiring Salary Range Min: \$70,000 to Job rate: 87,496. To Max 92,000

TA Specialist -

Posting Date November 29, 2023

Application Close Date December 13, 2023

Additional Notes:

- 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, 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 submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Administrative Coordinator