



# 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: 2024/07/26

## Career Development Specialist

<b>Job ID</b>	<b>377494-1-5749</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=377494-1-5749">https://careers.indigenous.link/viewjob?jobname=377494-1-5749</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-11-28	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 (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 at FEAS (Faculty of Engineering and Architectural Science), we immerse ourselves in the economic, social and technological communities we serve. As they evolve, we shift to meet their needs, leveraging our strengths and generating novel solutions. It is our mission to be a leader in Canada, where highly-skilled, adaptable students and researchers develop as people and professionals and work together for one purpose: to improve quality of life around the world. FEAS has more than 6000 undergraduate students enrolled in eleven programs; over 800 graduate students in 22 master's and eight doctoral programs; and over 150 faculty members. We are accelerating the shift in higher education from a results-at-any-cost culture to a highly supportive learning environment that encourages students to become curious, lifelong learners and ethical, inclusive people.

The Opportunity

The team is looking for a Career Development Specialist, to join the FEAS co-op team. In this role, you will be responsible for designing, developing, delivering and evaluating a Faculty-wide Career Development Program in alignment with the Faculty's vision to prepare students for co-op, internship and experiential learning opportunities, including the creation of career-related resource materials to enhance students' professional development and experience. You will work collaboratively with the Faculty's co-op team, internal and external stakeholders, including employers, to provide, in keeping with the curriculum, a full suite of career education to prepare a diverse group of students for co-op and experiential learning opportunities. You will complement Faculty delivery, develop stakeholder partnerships, and design, implement and operationalize career education programs tailored to the distinct needs of diverse student groups of the Faculty, as well as evaluating the effectiveness of the program delivery and ensuring alignment with the Faculty's learning objectives. Other responsibilities will include:

- Developing timely, on-going and innovative programming and resource tools to assist students with planning and implementing effective, realistic career plans.
- Conducting research and collaborating with internal and external partners to design career education programming to equip distinct student groups, such as Aboriginal Students, students with disabilities etc., with the skills required for successful career planning and job search.
- Building strong relationships across all programs within the Faculty. Liaising and collaborating with a wide range of leadership positions and partnerships to establish delivery plans and ensure implementation of career education programming across all years and programs of study.
- Building awareness, enrolment and persistence in the Co-op and Internship Program via strategic student outreach and engagement (i.e. information sessions, orientation and one on one advising).
- Designing and conducting rigorous assessment evaluations of program delivery to assess both students' learning outcomes and client satisfaction. Enhancing service delivery based on research and data analysis, including employer feedback and global best practice.
- Maintaining and expanding the student and employer database and other systems to track client satisfaction and program success.
- Participating actively in professional associations (e.g. CACEE: Canadian Association of Career Educators & Employers) to develop relationships, organize events, showcase and inform program development, etc.
- Availability to be on site at least 3 days / week.
- Availability to work outside of regular business hours, following a flexible work schedule.

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 or equivalent.
- A minimum of four years of experience in higher education, of which 3 years of experience in career development, curriculum design, and experiential learning.
- Experience with outcome-based career education program development and delivery with an emphasis on assessment and evaluation.
- Experience in building employer relationships and showcasing engagement benefits to employers via e.g. presentations and 1:1 meetings.
- Experience in evaluating service delivery methods and approaches along with effective liaison between students, employers and the University.

- Experience with job search/placement and employment strategies and practices for students.
- Ability to effectively advise, delegate, lead, motivate, supervise and coach student staff and volunteers.
- Strong oral and written communication and presentation skills.
- Strong organizational and project management skills.
- Excellent group facilitation and public-speaking skills.
- Strong knowledge of the labour market and graduate recruitment trends with the ability to interpret and communicate these trends to clients (Students and Alumni, Faculty, employers).
- Knowledge of issues related to employment barriers and issues of workplace accommodation, needs of a diverse client population (e.g., first generation, Aboriginal, adult learners etc.).
- Awareness of current issues in higher education, and in the retention and transition from post-secondary to employment or further education.
- Experience in using social media platforms as communication vehicles for promotional and educational purposes.
- Knowledge MS Office, custom databases, Client Relations Management (CRM) systems and web-based applications, social media platforms, etc.
- Strong ability to work independently and collaboratively within a team environment.

#### Additional Information

Position Number(s) 20003020

Reports To Director, Engineering Coop and Career Readiness

Department Office of the Dean, Faculty of Engineering and Architectural Science

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date February 2025

Hours of Work 36.25

Grade 12

Salary Scale \$75,992.38 - \$96,264.89

Hiring Salary Range -

TA Specialist -

Posting Date November 16, 2023

Application Close Date December 10, 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.. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Career Development Specialist](#)