



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: 2024/05/15

Work Experience Program Assistant (LPP)

Job ID	379996-1-7976	
Web Address	https://careers.indigenous.link/viewjob?jobname=379996-1-7976	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-27	To: 2050-01-01
Job	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. Law Practice Program (LPP)

TorontoMU's Law Practice Program (LPP) is the first of its kind in Ontario. It's an innovative approved pathway to licensing in Ontario (equivalent to traditional articling) through a rigorous and demanding eight-month program combining on-line training and experiential learning with a hands-on work term. TorontoMU works with the Law Society of Ontario and the legal community, including a strategic alliance with the Ontario Bar Association, to deliver a dynamic program that prepares Law School graduates to succeed in their legal practice and careers.

The Opportunity

The Work Experience Program Assistant in the LPP will provide a range of administrative and front-line Work Experience support services within the Law Practice Program (LPP), to the Managing Director, Senior Program Director, Assistant Director, Professional Development and Work Experience, and to other LPP staff. The successful candidate will implement and maintain internal office practices and procedures in support of the efficient operation of the office, and may assist with the implementation of departmental programs. Assigns straightforward tasks and trains on standard processes and procedures.

Responsibilities

- Provide primary administrative support for the Work Experience Office
- Provide primary database administration for the Work Experience Office
- Provide front-line Work Experience client services for the Law Practice Program
- Implements and maintains internal office procedures
- Provide secondary administrative support for overall Law Practice Program

Qualifications

- Successful completion of a post-secondary certificate program in office administration, business administration or a

related field and a minimum of 2 years of experience in a similar role within an office environment providing administration support with the following requirements:

- Providing front-line client service support and advising on procedures and practices
- Creating reports, presentations, informational documents and databases (via Google suite/Microsoft Office applications)
- Implementing and maintaining office procedures/practices
- Scheduling and event coordination
- Demonstrated knowledge in providing administration support to a work experience program for students, coop programs, or human resources program setting
- Must have a good database knowledge; strong analytical and research skills in order to maintain database systems, track program requirements and prepare needed reports.
- Demonstrated ability to maintain and report from electronic and paper databases to generate reports, statistics, and track deadlines. Experience working with Symplicity CSM or another work experience database is an asset.
- Detail oriented to ensure accuracy of spreadsheets, databases, reports, correspondences, production of documents, and the dissemination of program related information.
- Exceptional administrative and organizational skills in maintaining internal office systems, and processes, file management and maintenance to ensure the efficient recording, storage and retrieval of LPP related information.
- Strong interpersonal skills, including tact and diplomacy; demonstrated conflict resolution and problem solving skills to ensure efficient and effective support for candidates, potential candidates, other members of TorontoMU's community, and members of the broader legal community.
- Experience in maintaining internal office systems, and processes, file management and maintenance to ensure the efficient recording, storage and retrieval of LPP related information.
- Demonstrated strong commitment to client service, specifically candidates, potential candidates, staff, faculty and external clients by providing information relating to courses, policies, procedures and other general matters concerning the LLP office and activities.
- Accurate keyboarding skills and good working knowledge of Google Suite/Microsoft Office applications are essential to effectively handle the day-to-day office operations.

Additional Information

Position Number(s) 20001207

Reports To Sr. Program Director

Department Law Practice Program

Vacancy Type Term

Employee Group OPSEU

Work Location Hybrid

Start Date May 1, 2024

End Date June 30, 2025

Hours of Work 36.25

Grade 8

Salary Scale \$57,974.22 - \$69,224.25

Hiring Salary Range \$57,974.22 - \$63,350.01

TA Specialist Laurie Shemavonian

Posting Date March 26, 2024

Application Close Date April 8, 2024

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 Work Experience Program Assistant \(LPP\)](#)