



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: 2024/05/16

International Student Advisor

Job ID	380051-1-5615	
Web Address	https://careers.indigenous.link/viewjob?jobname=380051-1-5615	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-04-02	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.

About International Student Support

International Student Support (ISS) works to foster a sense of belonging and community for all students who are new to Canada as well as for those students seeking a global experience on campus. We welcome and support newcomers to Canada as they adjust to the new Canadian environment and culture. International Student Support connects students to Toronto Metropolitan University's vibrant campus community, and supports them in reaching their academic, personal, and professional goals.

The Opportunity

The International Student Advisor will promote academic, personal and professional development of international students at Toronto Metropolitan University. They will provide international student development and support through one on one advising, coordination of unit workshops and events,

communication, facilitation and ongoing assessment of programs designed to ensure successful transition and retention. Key Responsibilities:

- Advises and supports international students who experience transitional difficulties relating to personal development, adjusting to cultural diversity, student life, and working within Canada.
- Provides comprehensive immigration support to international students at various stages of the student life cycle
- Develops and delivers innovative and effective workshops to provide current information on specific government immigration policies and requirements in relation to studying and working in Canada.
- Using a curricular approach, creates, facilitates and assesses programming for international and newcomer students

Qualifications and Experience

- Completion of a 3 year diploma program, with a completion of the Regulated International Student Immigration Advisor (RISIA) or a Regulated Canadian Immigration Consultant (RCIC) certification, RCIC or RISIA in good standing with the College of Immigration and Citizenship Consultants (CICC) required
- A minimum of 3 years of experience in student support and development. Experience in student advising on personal development during their transition to Canada preferred. An equivalent combination of education and experience may be considered.
- Strong leadership, presentation and communication skills and the ability to coordinate projects and develop programs.
- Excellent interpersonal skills including a demonstrated ability to facilitate strong relationships with students and campus partners.
- Ability to facilitate programs, activities and workshops for participants with varied cultural perspectives and backgrounds; basic research including outcome-based educational programs; and working with students in a post-secondary setting and helping new students transition to colleges/universities.
- Excellent written and verbal communication skills to work with internal and external stakeholders.
- Excellent customer service skills to communicate and liaise with a wide range of offices and agencies on and off campus to address the needs of the students.
- Ability to write and edit program materials relating to activities, services and programs offered in International Student Support
- Strong critical thinking, interpersonal, organizational, time management and prioritization skills.
- High level of initiative, resourcefulness and problem-solving skills.
- Ability to work in a fast-paced and flexible environment.
- Computer proficiency and strong administrative skills to maintain internal office practices/systems and procedures

Additional Information

Position Number(s) 10002019

Reports To Manager, Immigration & Advising

Department International Student Support

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date April 30, 2025

Hours of Work 36.25

Grade 11

Salary Scale \$71,020.92 - \$84,802.67

Hiring Salary Range \$71,020.92 - \$77,606.50

Posting Date March 28, 2024

Application Close Date April 11, 2024

Notes:

- 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.

- 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+.

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 International Student Advisor](#)