



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: 2024/05/13

Sales Advisor (Education Sales)

Job ID	380054-1-7328	
Web Address	https://careers.indigenous.link/viewjob?jobname=380054-1-7328	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-27	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 Chang School The G. Raymond Chang School of Continuing Education is Canada's foremost provider of university-based adult education, facilitating access to the University's renowned, professionally relevant courses and programs. Since 1975, we have been delivering leading-edge workplace knowledge that empowers learners to reach their personal and professional goals. We have approximately 70,000 annual enrolments (in 1,500 courses, seminars, and workshops) in Arts; Business; Communication and Design; Community Services; Engineering, Architecture, and Science; Gateway for International Professionals; Programs for 50+; and Spanning the Gaps - Access to Post-Secondary Education. We also offer 86 career-related certificate programs and numerous course series, with 39 certificate programs that can be completed entirely at a distance. Our flexible, accessible programming is available on campus, via distance education, and off-site for employee groups at leading organizations. We especially welcome applications from individuals who self identify as women, Black, Indigenous or a racialized person, who will be integral towards serving

our highly diverse student population. If you identify in one of the former groups, we encourage you to self-identify in your cover letter. This is truly an exciting time to join The Chang School as we embark on our strategic planning guided by the values of equity, diversity and inclusion and with a firm belief that diversity is our strength. We are building a culture of recognizing and celebrating diversity and welcome you to join us.

The successful candidate will work in a hybrid work environment (combining in-person/on-campus and remote work).

The Opportunity

The Sales Advisor will provide general advice and detailed program related information to prospective students, program applicants and the public.

- Actively promotes the program(s) and services offered by the school and liaises with various staff and on registration/admissions related matters.
- Carries out responsibilities under general instructions and/or accepted practices.
- Provides administrative and logistical support for activities and events in the recruitment and promotion of the program.

Responsibilities include:

- Provides front line program support for Sales team, including detailed information and general advice to current and prospective students, staff on a range of academic and administrative policies or program details, such as admission access, program policies, etc.
- Actively promotes programs and liaises with the internal/external community on program related matters
- Tracks required documentation from applicants throughout the admission process. Follow up with applicants for the submission of academic and nonacademic documents. Tracks offer of admission and communicates directly to approved students.
- Using activity reports and dashboards, monitors and reports their recruitment outcomes to ensure alignment with predetermined sales KPIs and targets.
- Provides administrative and logistical support, such as conducting research, data collection and prepares statistics to develop research briefs, analytical and statistical reports.
- Participate in developing new and innovative ideas for campaigns, workflows, and messaging aimed at enhancing both individual and collective productivity.

Qualifications

- Successful completion of a post-secondary diploma in office administration, business administration or a related discipline.
- Minimum of 2 years of relevant experience in a liaison, student recruitment or admissions type role with the following requirements:
 - Experience with event coordination.
 - Experience in sales and customer service in liaising with students involving creative problem-solving skills and helping to overcome any obstacles while guiding potential students through our course enrollment process.

- Relevant administrative experience within a post-secondary environment is required with exposure to admissions policies and practices.
- Demonstrated knowledge of CRM, Google Suite MS Office applications (e.g. Word, Excel, PowerPoint, etc.).
- Demonstrated ability to achieve measurable results in a fast-paced, deadline-driven setting.
- Strong attention to detail for report preparation, presentation
- Excellent oral and written communication skills to provide status updates, summaries of programs, recording of meeting minutes and general correspondence.
- A commitment to client service, stakeholder engagement and confidentiality in providing information to committees, advisory councils and other relevant units.
- Ability to work with a diverse team in a fast-paced environment.
- An ability to work collaboratively within a team environment; strong time management skills; ability to manage multiple tasks simultaneously and flexibility to effectively prioritize and ensure completion of work; change priorities as the need arises; to work independently with minimal supervision and to work overtime as required by the demands of the position.
- Excellent interpersonal skills including tact, diplomacy and patience; sound judgment and demonstrated professionalism are required to effectively carry out the requirements of the position

Additional Information

Position Number(s) 20004962

Reports To Manager, Sales

Department Chang School

Vacancy Type FTCE

Employee Group OPSEU

Work Location Hybrid (in-person and on-campus)

Start Date ASAP

End Date N/A

Hours of Work 36.25

Grade 9

Salary Scale 62,032.43 - 74,069.96

Hiring Salary Range 62,032.43 - 67,784.52

Additional Notes: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 contact hr@torontomu.ca. All information received in relation to accommodation will be kept

confidential.

For more information, visit [Toronto Metropolitan University for Sales Advisor \(Education Sales\)](#)