



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

Program Administrator – PGME

Job ID	380097-1-1543	
Web Address	https://careers.indigenous.link/viewjob?jobname=380097-1-1543	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-20	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. About the School of Medicine It's time to transform medical education. Toronto Metropolitan University's School of Medicine will be designed from the ground up to shift the paradigm of healthcare delivery and improve the well-being of individuals, families and communities. With a community-driven, intentionally inclusive approach, the new school will train doctors whose cultural awareness and humility are as crucial as their medical skills. Led by Dr. Teresa M. Chan, a forward-thinking educational leader, TMU's School of Medicine will draw on the university's commitment to community, equity, and innovation to address rapidly changing healthcare needs. The school will train a new generation of physicians who are ready to learn, to adapt, and ultimately to be agents of change.

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next chapter. We are hiring four Program Administrators (PA) to join the School of Medicine. The Program Administrator provides administrative, operational and program support to an assigned Program Director (PD), faculty, and learners for the School of Medicine's residency program, and collaborates with regulatory, educational, and accreditation bodies as needed. Under the guidance of the Program Director(s), the PA addresses specific needs and inquiries from faculty, learners, and clinical fellows including matters related to recruitment and admissions processes, learner rotation scheduling, learner assessments, faculty evaluation, rotation evaluation processes, and administrative and financial support for the program. Additionally, the PA assists Residency Program Committee trainees within the department and trainees rotating through the department/division.

Responsibilities include:

- Academic administrative support for the Program Director(s)
- General program office administration
- Rotation scheduling and learner support
- Learner assessments and faculty/rotation evaluations
- Registration and records management
- Organizes meetings/special events
- Canadian Resident Matching Service (CaRMS)
- Accreditation and documentation support
- Financial management and account oversight

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 diploma in a related field.
- A minimum of 2 years of previous related administrative support experience. Previous experience in medical education and/or healthcare settings is considered an asset.
- Superior conceptual, problem solving, analytical reasoning, and oral and written communication skills.
- Ability to troubleshoot and problem-solve independently and in consultation with key contacts.
- Knowledge of best practices related to strategic program planning and implementation.
- Experience with handling multiple projects/assignments at once; to plan, manage and evaluate a variety of programs and projects simultaneously.
- Decision-making skills.
- Excellent presentation skills and comfortable making presentations to small and medium-sized groups.
- Creative, strategic and an innovative thinker.
- Demonstrates agility in working in a fast-paced and collaborative team environment.
- Superior interpersonal/human relations and ability to establish and maintain multi-sectoral relationships (i.e., across university, hospitals, provincial Ministries and other stakeholders).
- Ability to handle highly sensitive and confidential information.

Additional Information

Position Number(s) 20005004

20005005

20005006

20005007

Reports To Program Director(s) and Director, PGME

Department School of Medicine

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 2 years from start date

Hours of Work 36.25

Grade C41

Salary Scale \$60,423 - \$96,521

Hiring Salary Range \$60,423 - \$78,472

Posting Date March 19, 2024

Application Close Date April 2, 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 Program Administrator & PGME](#)