



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

Learner Affairs Coordinator

Job ID	380149-1-3276	
Web Address	https://careers.indigenous.link/viewjob?jobname=380149-1-3276	
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.

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.

The Opportunity

We are looking for a Learner Affairs Coordinator to join the School of Medicine! In this role, the coordinator will oversee and support various aspects of learner engagement within the Undergraduate Medical Education and Postgraduate Medical Education offices. The coordinator's responsibilities will include coordinating orientation programs for new learners, managing communication channels to disseminate essential information, addressing learner concerns, and fostering a positive learning environment in collaboration with faculty and staff. The coordinator will play a pivotal role in implementing initiatives to enhance the overall educational experience for medical learners, including organizing educational events, workshops, and seminars to promote professional development and well-being. Strong organizational, interpersonal, and communication skills are essential for this position to effectively support the needs of learners and contribute to the success of both programs.

Key Responsibilities:

- Coordinate and execute comprehensive orientation programs for incoming learners, including schedule coordination, resource distribution, and feedback collection.
- Manage communication channels to disseminate important information, policies, and updates to learners, serving as a

liaison between learners and program leadership.

- Address and resolve learner concerns, provide guidance on program requirements, and implement initiatives to promote mental health and well-being among learners.
- Organize educational events, workshops, and seminars to foster professional development and networking opportunities for postgraduate medical learners.
- Implement strategies to enhance learners' overall well-being and work-life balance, including mental health programs and stress management workshops.
- Assist in developing and implementing policies and procedures related to learner affairs, ensuring compliance with accreditation standards and regulatory requirements

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 Bachelor's degree in education, healthcare administration or a related discipline. Additional certifications or training in educational leadership or administration are considered an asset.
- A minimum of 2-3 years of experience in educational administration, preferably in a healthcare or medical education setting, with a strong understanding of learner support and engagement principles.
- Excellent communication skills, both verbal and written, with the ability to effectively interact with learners, faculty, and staff from diverse backgrounds.
- Strong organizational skills and attention to detail with the ability to coordinate multiple tasks and projects simultaneously while meeting deadlines.
- Exceptional interpersonal skills, with the ability to build positive relationships and collaborate effectively with various stakeholders to foster a supportive learning environment.
- Proven ability to address and resolve learner concerns, providing guidance and support to ensure their success within the program.
- Experience in organizing and facilitating educational events, workshops, and seminars, with a focus on promoting professional development and well-being among learners.
- Familiarity with policy development and implementation processes, including ensuring compliance with accreditation standards and regulatory requirements.
- A commitment to diversity, equity, and inclusion principles, with the ability to promote an inclusive learning environment that values and respects all learners.
- Flexibility and adaptability to respond to changing needs and priorities within the learner affairs unit, with a proactive approach to problem-solving and innovation.
- Aptitude for identifying challenges and implementing solutions to enhance the overall educational experience.
- Proficiency in maintaining accurate records, utilizing databases, and generating reports related to learner affairs.
- Analytical and research skills; ability to collect and summarize information and data.

Additional Information

Position Number(s) 20004994

Reports To Manager, Learner Affairs

Department School of Medicine

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 2 years

Hours of Work 36.25

Grade C41

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

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

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 Learner Affairs Coordinator](#)