



# 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: 2024/05/18

## Curriculum Specialist

<b>Job ID</b>	<b>380368-1-8451</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=380368-1-8451">https://careers.indigenous.link/viewjob?jobname=380368-1-8451</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-04-18	To: 2050-01-01
<b>Job</b>	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. Curriculum Quality Assurance

Building a culture of curriculum quality takes time and dedication. Our expert team provides faculty and staff with personalized advising and facilitative support related to:

- New program Development
- Periodic Program Review
- Curriculum Renewal and Enhancement
- Developing, Mapping, and Assessing Learning Outcomes

#### The Opportunity

The Opportunity The Curriculum Specialist will provide facilitative leadership and direct consultation services and support for faculty, Chairs, and Program Directors relating to curriculum development matters associated with Toronto Metropolitan University's (TMU) Institutional Quality Assurance Process (IQAP).

- Establish an identifiable and comprehensive base of curriculum planning expertise and resources that will be available to all Faculties.
- Develop and support processes and practices to bring about a positive culture of research-informed continuous curriculum enhancement, and the development of integrated, forward looking, effective and responsive curricula.
- Contribute to the overall objectives of the Centre for Excellence in Learning and Teaching (CELT) and the Office of the Vice-Provost Academic (OVPA), and participates in various planning and programming activities.

#### Responsibilities

- Collaborate with Faculties and Schools/Departments to guide and facilitate curriculum discussions to enhance the academic quality of TMU's undergraduate and graduate programs.
- Develops, manages, and maintains digital programs, platforms, and resources for the management, communication, and application of documents for the Periodic Program Review Process
- Research and monitor external research in curriculum design, implementation, assessment, and other related areas of interest within the post-secondary education field.
- Continuously evaluate the appropriateness and effectiveness of the curriculum consultant services provided, and the standards of tools, resources, and activities to ensure their successful long-term integration into the Faculties' curriculum, program development and review system.

#### Qualifications

- Successful completion of a Master's degree in higher education or related field.
- A minimum of 3-5 years' experience in educational development in a post-secondary setting with direct experience in curriculum design, implementation and assessment
- Experience teaching in higher education
- Relevant course development skills developed through work experience in the university sector as an educator, and ideally, as an administrator, academic consultant or curriculum researcher.
- Demonstrated effectiveness in consulting with university academic leadership and faculty members to evaluate needs, advise actions, recommend activities and build consensus.

- Curriculum design, implementation, and assessment skills.
- Demonstrated knowledge of curriculum evaluation tools, research, and literature.
- Effective consulting skills, which include the appropriate handling of confidential and sensitive matters.
- Excellent communication skills.
- Excellent conflict mediation skills.
- Ability to independently manage multiple projects and meet deadlines.
- Knowledge of organizational change theory especially as it relates to curriculum.
- Expertise in the planning and implementation of educational development programming.
- Excellent oral and written communication skills
- Strong interpersonal relationship skills, including the ability to relate well to students, staff and faculty
- Ability to handle sensitive and confidential issues appropriately
- Excellent customer service skills to include the ability to deal professionally
- Strong attention to detail
- Strong time management skills; ability to prioritize and ensure completion of work
- Ability to work in a fast-paced environment while demonstrating a high-degree of accuracy and an attention to detail.
- Ability to work collaboratively within a team environment.

#### Additional Information

Position Number(s) 20000085

Reports To Director, Curriculum Quality

Department Office of the Vice Provost Academic

Vacancy Type FTCE

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date N/A

Hours of Work 36.25

Grade C51

Salary Scale \$75,120 - \$119,996

Hiring Salary Range \$87,802 - \$97,558

TA Specialist Laurie Shemavonian

Posting Date April 12, 2024

Application Close Date April 26, 2024

#### Additional Notes

- Qualified MAC candidates will be considered before members of other employee groups.
- To correct the conditions of disadvantage in employment in Canada, 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, Black-identified persons, other racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Aboriginal HR Consultant for support during the selection process.
- We will provide an accessible experience for applicants, students, employees, and members of the TMU 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.
- 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.

For more information, visit Toronto Metropolitan University for Curriculum Specialist