



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: 2024/05/18

Operations Manager, Bridging Divides

Job ID	380400-1-5593	
Web Address	https://careers.indigenous.link/viewjob?jobname=380400-1-5593	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-04-18	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 Office of the Vice-President, Research and Innovation As Canada's comprehensive innovation university, Toronto Metropolitan University engages in scholarly, research and creative (SRC) activity that addresses real-world challenges to drive economic growth and improve quality of life for Canadians.

Our strong focus on innovation and evidence-based research has made us a preferred partner for government, industry, not-for-profit organizations, communities and individuals. Together, we are improving processes, developing new technologies and services, and creating new companies and social enterprises. The Office of the Vice-President, Research and Innovation (OVPRI) establishes the strategic direction and oversees the administration of Toronto Metropolitan University's scholarly, research and creative activity (SRC) enterprise, including grants administration, external funding, SRC policies, partnerships and collaborations, commercialization, and business development. About Bridging Divides The Migrant Integration in the Mid-21st Century: Bridging Divides (BD) research program is dedicated to building a new understanding of the challenges and opportunities that migrant integration poses for Canada (and all countries) locally and across borders. The program's unique interdisciplinary research design will drive leadership in the areas of citizenship and civic participation, the future of work, healthcare, and the responsible and ethical use of advanced technologies, including artificial intelligence, which is changing the way we work, live and interact. This intersectional approach will contribute to building communities and urban centres that are equitable, resilient and inclusive to migrants. The program will focus on the urban context, including both large urban centres and small- and mid-sized cities, as these are the main destinations of both newcomers and settled immigrants.

The Opportunity

The Office of the Vice-President, Research and Innovation (OVPRI) is looking for an Operations Manager to support the Bridging Divides research program. This role will coordinate the day-to-day operations of the program, ensuring the creation and implementation of administrative processes, controls, operational and financial procedures to facilitate

smooth and efficient operations. The Manager will support the goals and objectives of Bridging Divides, TMU and its academic partners. Key responsibilities include:

- Administrative and operational management
- Financial management
- Research support
- Advising and partnerships
- HR management

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 degree in a related field.
- A minimum of 3 years of experience within a fast-paced demanding environment.
- Experience in a support function as part of an administrative team, involving high-level problem solving skills.
- Exceptional oral and written communications skills and presentation skills.
- Demonstrated tact and diplomacy.
- Knowledge of finance, budgeting and accounting principles and concepts.
- Ability to maintain strict confidentiality.
- Sound judgment, analytical and problem-solving skills.
- Knowledge of administrative processes and procedures.
- Project management, planning, organizational and time management skills.
- Initiative and self-motivation.
- Superior interpersonal and relationship management skills.

Additional Information

Position Number(s) 20005035

Reports To Executive Director, Bridging Divides

Department Office of the Vice-President, Research and Innovation (OVPRI)

Vacancy Type TERM

Employee Group MAC

Work Location In-Person

Start Date ASAP

End Date February 28, 2026

Hours of Work 36.25

Grade C42

Salary Scale \$67,372-\$107,621

Hiring Salary Range \$67,372-\$87,496

Posting Date April 17, 2024

Application Close Date May 1, 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 Operations Manager, Bridging Divides](#)