



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## REPOST: SENIOR EDUCATION PROGRAM ASSOCIATE

<b>Job ID</b>	<b>52524-4536</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=52524-4536">https://careers.indigenous.link/viewjob?jobname=52524-4536</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-02-03	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD #: JD00991 Pay Grade: 6 Title: Senior Education Program Associate (Hybrid) About the Role The Department of Surgery is seeking a talented, energetic Senior Education Program Associate to support the Department of Surgery Residency Programs. If you have superior organization and coordination skills, this may be the role for you! We are seeking an administrative professional who is a proactive problem solver with strong communication skills. About McMaster University At McMaster University, our people are our most valuable asset. We strive to attract, develop, and retain the talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of each individual. McMaster is recognized as one of the top employers in the Hamilton/Niagara region and has been recognized as one of Canada's Top Diversity employers. Working at McMaster University brings a robust total rewards package, which is more than just a salary. The elements and structure of the total rewards packages vary by employee group but include: Employer Paid benefits including Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance; Pension Plan Options & Post-Retirement Benefits; Training, coaching and professional development opportunities; Employee tuition assistance for development and education Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning; Progressive paid annual vacation plan

Please see Total Rewards Overview for Unifor, Local 5555, Unit 1 for more

Information. <https://hr.mcmaster.ca/resources/unifor-unit-1-total-rewards-overview/> About the Department of Surgery Over its 50+ year history, the McMaster Department of Surgery has maintained a steadfast commitment towards thinking big and making it possible. We are a department with 11 surgical divisions and Royal College residency training programs; together, we are poised to unleash a future fueled by a creative mindset and powered by our people. The successful candidate will bring a positive, solutions-focused mindset, as we collectively work towards achieving the Department Vision. This Vision is based on 6 core tenets: C.R.E.A.T.E. Tenet 1: Building A Culture that Inspires Tenet 2: Conduct Research that Impacts Tenet 3: Educate, to Honour our Students Tenet 4: Advance, Personally, Professionally and Globally Tenet 5: Transform Patient Care Tenet 6: Unleash surgical Enterprise as a mindset. Job Summary: Responsible for providing administrative support for an academic program or department, the Senior Education Program Associate plans and coordinates a variety of academic program or department events,

projects and activities and is also accountable for monitoring the applicable project and event budgets and forecasting financial gains and shortfalls. Performs the duties of the position in accordance with established policies, procedures, and calendar of events, and is responsible for coordinating resident rotation schedules and a variety of educational events and other learning and research initiatives. Creates positive partnerships with preceptors, teaching units, clinics, sites, campuses, practices, and other support staff. Purpose and Key Functions:

- Collect, analyze, assess, and summarize information relevant to the decision making process and developing recommendations for final approval and implementation.
- Oversee the Canadian Residency Matching System (CaRMS) with the objective to match all available learner spots to ensure the viability of the program.
- Assist in implementing program software changes, electronic modules and program surveys. Complete regular reports on projects and events status to all stakeholders, leadership and support staff and ensure the project scope and project parameters are clear.
- Maintain, evaluate and continuously update projects and events including, but not limited to, electronic modules, curriculum updates, CaRMS and databases.
- Oversee and coordinate education events, tutorials, academic half days and other learning and research initiatives.
- Create, design and develop banners, presentations and other promotional materials for use at various events.
- Create financial projections for projects and events and adjust throughout the duration of the project and event.
- Monitor budgets and reconcile accounts, complete financial transactions including travel expense reports, advances, electronic cheque requisitions, purchase orders and journal entries.
- Ensure appropriate venues and catering are secured provided and book transportation and audio-visual equipment as required.
- Delegate tasks appropriately to staff to assist with planning and coordinating events and activities.
- Make recommendations about future activities and events based on needs and results surveys.
- Facilitate various meetings and chair committees where applicable.
- Develop, plan, and coordinate rotation schedules for qualified residents at multiple sites.
- Facilitate the evaluation process for preceptors and students. Compile evaluation results and bring negative evaluations forward for review.
- Write a variety of documents including, but not limited to, correspondence and minutes.
- Respond to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Maintain confidentiality of information.
- Set up and maintains filing systems, both electronic and hard copy.
- Update and maintain information in databases. Set up, use, and troubleshoot teleconferencing and videoconferencing equipment.

#### Requirements:

- 2 year Community College diploma in Business Administration, or related field.
- 3 years of relevant experience.

#### Assets:

- Experience in an academic or clinical setting, and experience working with medical residents (not required, but considered an asset)

- Experience with event planning, project coordination and implementation.
- Demonstrated skills working within a team environment
- Proven leadership skills, including delivering training
- Experience with various software applications, including, Microsoft Word, Excel, Outlook, and database management
- Ability to manage competing priorities, including both short and long term initiatives Strong communication and interpersonal skills

Additional Information: There are some early morning or evening meetings which will need to be accommodated, as well as the occasional weekend; a flexible work schedule is required. This position will be located between multiple hospital sites with the possibility for a remote/hybrid schedule.

For more information, visit McMaster University for REPOST: SENIOR EDUCATION PROGRAM ASSOCIATE