



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.Link's 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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SR. EDUCATION PROGRAM ASSOC.

Job ID	53204-1298	
Web Address	https://careers.indigenous.link/viewjob?jobname=53204-1298	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-03-06	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Located within the Faculty of Health Sciences, the Department of Anesthesia is currently welcoming applications for a full-time, continuing Senior Education Program Associate, to join our team! This is an excellent opportunity for a seasoned administrative professional to join us in an essential support role for the department. Our major strength is our people, through which we strive for excellence in the fields of clinical anesthesia, critical care, pain medicine, research, and education. Anesthesia crosses all disciplines working collaboratively with all departments of the Faculty of Health Sciences and our hospital partners across Hamilton and Regional Campuses. We offer 3 specialty residency programs, 9 clinical fellowships, accept over 200 undergraduate medical students each year to our clerkship, and support international outreach with MacGLOBAS, and our Guyana, Haiti and Uganda support for international education. The Critical Care Medicine Adult Residency Program is a 2-year Royal College accredited program whose trainees (Ministry of Health and Foreign Funded) come from a variety of base specialty programs (Anesthesia, Surgery & Medicine) and require clinical exposure in local and regional ICUs and electives. There is also opportunity for an additional year of more focused training (ie. Neurocritical Care, Research, etc.) The Senior Education Program Associate will interact closely with the Program Director and support the administrative efforts for our trainees, specifically in our newly integrated Competency Based Education component.

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 were 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. Requires 3 years of relevant experience.

Assets The successful candidate will encompass the following assets: The ability to demonstrate exceptional attention to detail, customer service and exceptional organizational skills. Discretion, good judgment, personal motivation, and the demonstrated ability to work independently and as a team, with minimal supervision in a fast paced and deadline-oriented environment. Communicating and working collaboratively with various internal and external stakeholders, faculty members and students. Excellent oral and written communication skills with a strong customer service focus and proven relationship management skills. Ability to maintain composure under pressure. Problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required. Previous experience working in a university environment, McMaster experience preferred.

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, and Basic Life Insurance; Pension Plan; 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 the Unifor Unit 1 Total Rewards Statement for more information.

For more information, visit McMaster University for SR. EDUCATION PROGRAM ASSOC.

