



# 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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## SENIOR EDUCATION PROGRAM ASSOCIATE

<b>Job ID</b>	<b>55158-3122</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55158-3122">https://careers.indigenous.link/viewjob?jobname=55158-3122</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-05-17	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

The Department of Pathology and Molecular Medicine in the Faculty of Health Sciences at McMaster University is currently accepting applications for full-time Senior Education Program Associates to join our team supporting the department's educational mission! This is an excellent opportunity for an experienced administrative professional to join us in an essential support role. At McMaster University, we strive to attract, develop, and retain talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of every individual. McMaster is one of the Top 70 Universities in the World and is recognized as Canada's Most Research-Intensive University. McMaster continues to be recognized as one of the top employers in the Hamilton/Niagara region and one of Canada's Top Diversity Employers. The Faculty of Health Sciences (FHS), the largest Faculty within McMaster, is unique as the only Canadian University that combines Schools of Medicine, Nursing, and Rehabilitation Sciences, as well as programs of Midwifery, Bachelor of Health Sciences, Physician Assistant and Postgraduate Health Sciences Education. Our pioneering approaches to education and our reputation for world-class research has consistently placed McMaster and our Faculty among the Top 50 Universities in the World for Health and Medicine. Those who join us will find a community of over 5,000 talented individuals who are inspired by our values of interprofessional collaboration, commitment to our communities, accountability, innovation, excellence, integrity, respect, and optimism. The Department of Pathology and Molecular Medicine represents a unique integration of basic biomedical science and clinical medicine and is home to laboratory medicine postgraduate training programs in the areas of Anatomical Pathology, General Pathology, Medical Biochemistry, Medical Microbiology, Clinical Biochemistry, Transfusion Medicine, clinical and laboratory advanced coagulation/hemostasis and Genetics. Our department is recognized for its excellence in basic and clinical research, outstanding diagnostic and clinical medicine, and for its strong undergraduate, postgraduate and graduate education, all of which illustrate the expertise and diversity of our faculty and staff.

**About the Role** The Senior Education Program Associate will have exposure to providing a full range of administrative support to program directors and will have the opportunity to engage with residents and fellows (both current and prospective). Reporting to and working closely with the Program Director and the Department's Administrator, the Senior Education Program Associate will join the existing program staff complement in ensuring the duties and responsibilities for the efficient operation of the programs are met. Major responsibilities include supporting program accreditation, new resident orientation, the CaRMS selection process, the Resident Research Grant Program Competition and Resident Research Day, among others.

**General Description** 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.

**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 maintain 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

**Additional Information:** This position requires an individual with strong communication skills as the incumbent will be interacting with a large and diverse group including faculty, residents, fellows, staff and students as well as external agencies (eg Royal College of Physicians and Surgeons of Canada). Strong attention to detail, organizational and planning skills, and someone who excels at handling a diverse workload in a busy environment and able to meet multiple and simultaneous deadlines, performing equally well independently and as part of a team. The ideal candidate is friendly, energetic, tactful, highly organized and motivated with proven experience in planning events, coordinating projects, and facilitating meetings including taking meeting minutes and ensuring completion of action items. Participation in occasional before and after-hours events and meetings may be required. **What We Offer**

In addition to joining a Top Ranked University, McMaster offers a very competitive Total Compensation Package that includes, but is not limited to:

- Employer Paid benefits such as Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance.
- Progressive paid annual vacation plan.
- Participation in a Pension Plan.
- Training, coaching and professional development opportunities.
- Employee tuition assistance for continuous development and education.
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning.

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