



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

Special Projects Officer

Job ID	8B-09-A6-6D-78-DB	
Web Address	https://careers.indigenous.link/viewjob?jobname=8B-09-A6-6D-78-DB	
Company	University of Toronto - St. George	
Location	Toronto, Ontario	
Date Posted	From: 2019-11-14	To: 2019-11-21
Job	Type: Full-time	Category: Education
Languages	English	

Description

Faculty / Division: Office of the Vice-President and Provost

Department: Office of the Vice-President and Provost

Campus: St. George (downtown Toronto)

Description:

Reporting to the Academic Advisor on Indigenous Curriculum and Education, the Special Projects Officer is responsible for assisting the Advisor with identifying, managing, and delivering on objectives and priorities, by managing projects, developing processes, preparing written material, organizing consultations and presentations with various stakeholders, synthesizing input and feedback from multiple sources, providing support for meetings, and bringing new information to the Advisor's attention.

The Special Projects Officer will be ready to take on new tasks or projects related to Indigenous curriculum; initiate and undertake research on a wide variety of issues and topics within Indigenous knowledges; provide advice; follow-up on decisions made by the Executive members of the portfolio and the portfolio's various committees; and ensure ongoing pro-activity on issues of importance and interest to the Advisor.

The Special Projects Officer will maintain a high degree of awareness of University activities, especially as they relate to Indigenous education. The Special Projects Officer's role will continue to evolve and the individual must be willing to respond to the given priorities of the day and be willing to work cooperatively in a challenging and dynamic environment.

The Special Projects Officer functions as a member of the projects team within the Division of the Vice-President and Provost by maintaining connections with other SPOs through the Project Officers Round Table (PORT) meetings, and participating in strategic planning for the Division as assigned. The Special Projects Officer also functions as a member of the Centre for Indigenous Studies by participating in its team meetings, programs, and special events. The SPO will also liaise with the University of Toronto's Elders' Circle and the Office of Indigenous Initiatives.

The incumbent works in a complex environment that requires a high degree of sensitivity, responsiveness and a need to maintain absolute confidentiality. The incumbent interacts closely with a wide range of senior members of the University, including vice-presidents, vice-provosts, governors, academic administrators, faculty and staff, as well as students and other community members.

Qualifications:

(MINIMUM)

Education:

University degree required, post graduate degree (Master's or Ph.D) an asset, or equivalent in education and experience.

Experience:

Minimum of 5 years' experience in a University setting in progressively senior positions. Experience with the University and knowledge of University policies and procedures and an understanding of the University's organizational structure, including its governance. Extensive experience in Indigenous community collaborations, Indigenous knowledges, and Indigenous curriculum and education. Experience leading complex and multi-stakeholder projects. Knowledge about media (including traditional, new and social media), protocol, diplomacy and excellent

understanding of the University's mission and intersection with broader Indigenous communities.

Skills:

Advanced computer skills in Microsoft Office (must be able to set up templates and macros in Word and Excel, set up Excel spreadsheets and graphics, and prepare sophisticated PowerPoint presentations). Familiarity with Microsoft Sharepoint an asset. Web design skills such as content management software and Wordpress preferred. Internet, Acrobat, and scheduling software. Ability to interact in culturally safe ways with Indigenous individuals and communities. Advanced skills in Indigenous community partnerships and research methodologies. Strong familiarity with one or more Indigenous languages.

Other:

Strong skills in Indigenous and non-Indigenous relations and collaborations. Strong research, writing, communication, presentation and interpersonal skills; high degree of political acuity and judgment; ability to deal with senior University Officers in a manner which facilitates cooperation and consensus building; ability to work independently with a high degree of initiative, discretion, and tact; ability to work under pressure; superior organizational skills in planning, project management and task coordination; flexibility and problem solver orientation; and strong leadership capabilities.

Travel: None

Notes:

This is a one (1) year Term position.

This posting is scheduled to close on November 17, 2019 at 11:59:00 PM EST.

Employee Group: Professional / Managerial

Appointment Type: Budget - Term

Schedule: Full-time

Pay Scale Group and Hiring Rate: PM 3 -- Hiring Zone: \$80,259 - \$93,636 -- Broadband Salary Range: \$80,259 - \$133,765

Job Field: Governance & Policy

Job Posting: Nov 1, 2019

Job Closing: Nov 17, 2019, 11:59:00 PM