



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Aboriginal Outreach And Recruitment Officer

Job ID A4-7D-D4-D4-37-68

Web Address

<https://careers.indigenous.link/viewjob?jobname=A4-7D-D4-D4-37-68>

Company Toronto Metropolitan University

Location Toronto , Ontario

Date Posted From: 2022-04-28 To: 2022-10-25

Job Type: Full-time Category: Human Resources

Languages English

Description

About Ryerson

At the intersection of mind and action, Ryerson 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.

Ryerson University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

In August 2021, the university announced that it would begin a renaming process to address the legacy of Egerton Ryerson for a more inclusive future. Let's write the next chapter together. To learn more about our work environment, colleagues, leaders, students and innovative educational environment, visit www.ryerson.ca, check out @RyersonU, @RyersonHR and @RyersonECI on Twitter, and visit our LinkedIn company page.

About the Team

Ryerson Aboriginal Student Services (RASS) is a department within the Office of the Vice-President, Equity and Community Inclusion (OVPECI). RASS provides a culturally supportive environment to promote academic excellence and serves as a place to balance academic learning with traditional teachings and culture.

The role of our office is to provide specialized services for First Nations, Metis and Inuit students on campus and to develop a mutually productive relationship between Ryerson and the Aboriginal Community. To learn more about Ryerson Aboriginal Student Services (RASS) visit

<https://www.ryerson.ca/aboriginal/> or through our social channels: @RyersonAboriginal on Facebook, @RU_Aboriginal on Twitter, @RASS_Peers on Twitter, and @ru_aboriginal on

Instagram.

The Opportunity

We are looking for an Aboriginal Outreach and Recruitment Officer to join Ryerson Aboriginal Student Services! The Aboriginal Outreach and Recruitment Officer engages and advises prospective Aboriginal students, parents, caregivers and counsellors regarding Ryerson programs, admissions, policies and procedures. The role also collaborates as necessary to review applications, evaluate education credentials, work alongside Admissions, and makes recommendations for final decisions to admit or refuse students. The role also creates a positive and favorable impression of Ryerson by performing administrative, public relations, and presentation duties. The incumbent will create outreach and recruitment programming including representing Ryerson on and off-campus, to effectively market the university and attract First Nations/Indigenous, Inuit and Metis peoples to its programs.

Responsibilities:

- Develops, coordinates and participates in Aboriginal recruitment and outreach activities and represents Ryerson during these activities both in-person and virtually online.

- Develops, coordinates and conducts and/or participates in liaison events or programming both in-person and virtually online including but not limited to: APSIP (Aboriginal Post Secondary Information program), Counsellor Information Days, Discover Ryerson Days, Open Houses, Applicant Events, Online Chats, special events, etc.

- Advise on Ryerson's application and admissions programs, services and facilities.

- Develops and leads Aboriginal outreach initiatives.

- Provides administrative and analytical support to recruitment strategy.

- Develops and conducts campus tours (both indoor and outdoor).

- Responsible for coordinating and organizing RASS's annual Role Model Event

- Conducts research and data analysis and develops statistical and other reports.

- Travel off campus is required to visit education fairs, University fairs, provincial/regional Dialogues/Dialogue conferences, events, communities, etc. Travel expenses are covered by the Department.

- May be required to work beyond regular work hours for events, etc.

- Performs other duties/special projects as required.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

Candidates must self-identify as Indigenous, First Nations, Inuit or Metis Peoples, or Indigenous peoples of North America, preferably with a strong commitment to and knowledge of Indigenous knowledges, methodologies and experience in collaborating with Indigenous students, organizations and communities.

Successful completion of a post-secondary degree program or 4 years of specialized training is required to develop the ability to organize, analyze, and synthesize complex information and concepts.

Minimum of three (3) years of related experience is required, preferably in a post-secondary educational environment developing and conducting aboriginal student outreach programming and recruitment.

An equivalent combination of education and experience may be considered.

Experience in developing, coordinating and conducting presentations, events, and tours; advising students on admissions criteria and process; and effectively working with a variety of clients required.

Experience researching, compiling, data analysis, and presenting statistical and other reports and both analytical and research writing is preferred.

Knowledge of educational issues/barriers faced by Aboriginal students/youth and adult learners (i.e. social, political, economic, Aboriginal educational history, Treaty rights, existing educational funding systems, Bill C-31 and Indigenous Affairs.

Knowledge of educational funding systems, particularly First Nations, Metis and Inuit funding, OSAP funding, etc.

Knowledge of the Aboriginal community and proven ability to utilize Aboriginal world views, teachings, traditions and protocols.

Strong interpersonal skills; commitment to client service; and ability to develop and maintain relationships with both Aboriginal and non-Aboriginal communities, faculty, staff, students and external stakeholders.

Exemplary level of professionalism; organizational and administration skills; and attention to detail.

Strong public speaking/public relations skills; and oral and written communication skills.

Financial and budgeting skills are an asset.

Valid Driver's License in good standing and clean driver's abstract and a clear Vulnerable Sector Screening (VSS) may be required.

Advanced proficiency in using computers and the web; Google Workspace (Docs, Sheets, Slides, Calendar, Gmail); MS Office (Word, Excel, PowerPoint); presentation, word processing, spreadsheet and calendar management software; student information systems (RAMSS is an asset); and social media channels.

Additional Information

Position Number(s) 10001642

Reports To Aboriginal Program Manager

Vacancy Type FTCE

Employee Group OPSEU

Work Location In person, with opportunity for occasional remote work

Start Date ASAP

End Date Not Applicable

Hours of Work 36.25 hours per week

Grade and Step 12

Salary Scale

\$71,284.07 - \$90,300.54 per annum

(Hiring Salary Range: \$71,284.07 - \$77,894.04 per annum)

Application Close Date May 8, 2022 at 11:59 pm

We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Indigenous Human Resources Lead for support during the selection process.

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Ryerson's careersite.

Ryerson 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 Ryerson 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 contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

Please watch a message from Ryerson's Vice President, Equity and Community Inclusion for more information on our commitment to equity.

Important Notice Re: Job Postings during COVID-19

Following the advice of government and health authorities to slow the spread of COVID-19, all employees have been equipped to work from home until further notice. New employees will also work from home with the exception of those who have been deemed 'essential' and are required to be on campus. All recruiting activities including interviews and onboarding are being conducted virtually.

To protect the health and safety of community members on campus and to comply with the recommendations from public health authorities and requirements of the provincial government, Ryerson, like other post-secondary institutions in Ontario, will require employees to be fully vaccinated against COVID-19 and submit proof of vaccination.

How to Apply

Click "Apply Now"