



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

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Administrative Assistant, Indigenous Education

Job ID	B3-38-CE-4B-8F-15
Web Address	https://careers.indigenous.link/viewjob?jobname=B3-38-CE-4B-8F-15
Company	Ontario Institute for Studies in Education, University of Toronto
Location	St. George Campus, University Of Toronto, Ontario
Date Posted	From: 2019-07-05 To: 2019-07-28
Job	Type: Part-time Category: Education
Job Start Date	September 2019
Job Salary	\$39,927 To \$52,848
Languages	English

Description

Based within the Dean's Office, this is your opportunity to be a part of OISE's longstanding commitment to initiatives in Indigenous Education. This is also your opportunity to support the work of the Indigenous Education Network (IEN), a co-curricular body founded at OISE in 1989 and an enduring site of Indigenous presence at the university, comprised of students, faculty, staff and community members dedicated to Indigenous research and pedagogy.

Under the supervision of the Indigenous Education Liaison, you will provide administrative support to Indigenous projects and initiatives at OISE identified by the Dean in consultation with the Dean's Advisory Council on Indigenous Education (DACIE). You will provide broad event and activity planning support to the Indigenous Education Liaison, in addition to coordinating the day-to-day operations of the IEN and helping to increase its profile.

Your responsibilities will include:

- * Responding to frontline enquiries from students, staff, faculty & visitors to the Indigenous Education office, redirecting as appropriate
- * Coordinating the day-to-day schedules, activities, materials, office procedures and follow-up items of the IEN
- * Determining logistical details and activities for IEN and related events, including producing & distributing invitations and promotional materials, coordinating RSVPs, booking space, arranging catering, greeting guests, other follow up activities
- * Writing and disseminating routine communication materials and correspondence, including communications via email and social media, aimed at increasing the profile of IEN and outreach to Indigenous communities and other stakeholders
- * Fostering cooperative working relationships with a wide variety of internal contacts (faculty, staff, students) and external contacts (community members and organizations) with a stake in Indigenous Education
- * Keeping well-informed on current events and on changes to policies and legislation affecting Indigenous people, briefing leadership as appropriate
- * Making minor purchases and reviewing invoices

Experience

Minimum two years related experience, including: experience providing front line service; experience providing administrative support; experience in event planning and program delivery; experience in and with Indigenous communities.

Education Requirements

College Diploma (2 years) and/or acceptable combination of equivalent experience.

Essential Skills

Strong knowledge of diverse Indigenous cultures in Canada. Strong service orientation toward Indigenous persons and stakeholders. Strong interpersonal and communication skills. Ability to develop relationships with Indigenous communities and organizations. High level of proficiency with standard office software and online applications. Strong organization and problem solving skills, with the ability to work effectively with competing deadlines. Ability to exercise discretion with sensitive issues and confidential materials/matters. Demonstrated initiative and resourcefulness. Excellent attention to detail.

Work Environment

Standard office environment. Travel is required within the GTA, including some evenings and weekends.

Additional Skills

Knowledge of and experience with Indigenous Community in the Greater Toronto Area. Experience in a University environment

Other

This is an 80% FTE term position ending June 15, 2020.

Full job description is available upon request.

How to Apply

Please apply online at: <https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1902539&tz=GMT-04%3A00&tzname=America%2FToronto>.