



PART TIME JOB POSTING

TITLE: Operations Coordinator, Indigenous Initiatives

CAMPUS: Casa Loma/St. James Campus

DIVISION: Indigenous Initiatives

STATUS: Regular Part Time (Support Staff)

HOURLY RATE: \$30.20 per hour

START DATE: Immediately

SCHEDULE: 24 hours per week (Monday – Thursday)

Land Acknowledgement

George Brown College is located on the traditional territory of the Mississaugas of the Credit First Nation and other Indigenous peoples who have lived here over time. We are grateful to share this land as treaty people who learn, work, and live in the community with each other.

At George Brown College, we have established a reputation for equipping our students with the skills, industry experience and credentials to pursue the careers of their choice. As employees, we are committed to creating an enriching learning community for our students, delivering excellence in what we do, holding ourselves accountable for our work and demonstrating diversity and respect for one another.

DUTIES AND RESPONSIBILITIES:

- Acts as the Administrator for Indigenous Education Service (IES)s.
- Assists the Indigenous Student Supports Specialist in organizing and coordinating events and set-up of department activities.
- Manages the day-to-day operations of the office, such as file management, note taking, printing, preparing for meetings.
- Leads the acquisition of promotional materials each year and works with vendors on design and final proofs of graphics on promotional items.
- Maintains metrics that inform the activity of the office.
- Responsible for understanding the diverse needs and multicultural nuances that may require additional sources of external and/or internal resources.
- Assists the Director in managing their calendar and scheduling appointments and arranging meetings.
- Assists the Director in compiling documentation in preparation for meetings including agenda, background materials.
- Works with Director to develop budgets for all departmental regular activities and strategic initiatives, adhering to established fiscal frameworks and college planning cycle.
- Manages the day-to-day financial activities of the department, events, projects, and services, ensuring compliance with college requirements, as well as accepted accounting and audit principles.
- Monitors departmental budget throughout the year and works with Director on ongoing adjustment to budget as required.
- Plans and oversees the execution of purchases for the department, ensuring optimum use of resources and effective cost-control and achievement of objectives.
- Works with Director on forecasting and year-end reconciliation of departmental budget.
- Responsible for reviewing, tracking, and processing invoices for the department.
- Other related duties as assigned.

What qualifications do you need for this role?

Candidate must be of Indigenous ancestry (i.e., Turtle Island – First Nations Status and non-Status, Métis or Inuit).

- Three-year diploma or degree from a recognized post-secondary institution in Business or Office Administration.
- Minimum of three years Office Administration experience preferably in a student service environment is required.
- Experience working with the Indigenous community and/or organizations an asset
- Proficiency in Microsoft Office Suite with database skills is needed.
- Excellent computer skills; self-sufficient in word processing, spreadsheet, and web applications.
- Commitment to collaborative decision-making and relationship building, strong advocacy and negotiation skills.
- Commitment to student success and essential employability skills.
- Ability to demonstrate teamwork in a unionized academic environment with a diverse student and staff population.
- Strong problem-solving skills. Excellent communication, team building and interpersonal skills.
- Demonstrated success in coordinating complex planning and administrative tasks with well-honed organizational skills.
- Ability to develop and sustain relationships with external organizations.
- Demonstrated commitment in delivering excellent service to others as this is key in supporting the success of our students and our College.
- Effective ability to interact with others and deal with situations in ways that respect diverse backgrounds, experience, and styles.
- Flexibility in adapting to change and in participating in consultative decision-making processes.

Interview process may consist of a practical skills component.

TO APPLY:

- If you are a George Brown College employee, go to <https://adfs.georgebrown.ca/adfs/ls/ldplnitiatedSignOn.aspx> to apply via our internal site.
- If you are an external candidate, go to www.georgebrown.ca and click on the “Employment at George Brown” link or click on the ‘apply’ button to the left of the posted job to apply.

NOTES:

- Please ensure your resume highlights all relevant education, training and experience that are applicable to the minimum qualifications for this role.
- The College requires proof of degrees, credentials, or equivalencies from accredited regional or federal post secondary institutions and/or their international equivalents. Credentials may require validation at the time of interviews.
- First consideration will be provided to regular part time (RPT) support staff in accordance with the part time Support Staff Collective Agreement.

Closing: Open until filled

Competition: REQ 3996

George Brown College is committed to creating and sustaining an equitable and inclusive learning and working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. George Brown College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources representative responsible for the recruitment for this position will work with applicants requesting accommodation at any stage of the hiring process. Candidates who require accommodation in the interview process may contact talentacquisition@georgebrown.ca and all information received will be addressed confidentially.

As a unionized workplace, we support our internal employees by providing first consideration to qualified applications as set out in the Collective Agreement.