Career Advisor

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Career Advisor

Co-operative Education & Career Services, Student Affairs

8 Month Continuing Limited Term Appointment
Work period is September to April each year
Off work period is May to August each year

2 Positions

Hiring #: 2016-0267

Please read the Application Instructions [2] before applying

Co-operative Education & Career Services (CECS) is a critical department within the Division of Student Affairs and provides services to all students throughout their undergraduate and graduate careers, as well as to alumni. CECS represents the University’s primary support services for students and alumni regarding academic, career, vocational direction and employment. CECS staff provides career development, student employment and co-operative education programs and services that facilitate experiential learning opportunities that foster career achievements. These services include the main functional areas of career planning, further education planning, job search planning, job search planning, job search planning, online career development programs, employer experience, employment events, on-campus recruiting, job posting services and co-operative education programs.

Reporting to the Manager, Curriculum Team and Career Advising, the Career Advisor will counsel prospective students and alumni regarding career development, further education and job search strategies, providing support in the following areas:

- Provide career advising for all students with particular attention to students with accessibility concerns on a one on one basis, as well as counselling about the processes linked to implementation, such as goal-setting, decision-making, and skill development (Position #531-018)
- Provide career advising for all students with particular attention to co-op students on a one on one basis, as well as counselling about the processes linked to implementation, such as goal-setting, decision-making, and skill development (Position #114-027)
- May be required to teach sections of CO-OP*1100, a mandatory 12 week course for 1st/2nd year co-op students and provide support to Peer Helpers in supporting CO-OP*1100 students (amount of time scheduled for these activities may change depending on the semester) (Position #114-027)
- Using a client centred, solution –focused framework, will counsel current students (undergraduate and graduate) and alumni to explore barriers to career development, analyze
situations and create action plans.
- Use standardized and informal processes to guide co-op student self-assessment, provide support during the job search semesters and address concerns while on work terms.
- Specifically will assist current students with: presenting themselves effectively in writing and in person to potential employers; their understanding of the current job market and future labour market trends; their understanding of the range of effective job search strategies, and support them in developing marketing strategies to obtain work.
- Design and deliver an extensive range of workshops and research, design and develop career counselling and career development information for the CECS website and print material
- Will be an active member of the Curriculum Committee.

Requirements of the position include: Undergraduate degree and a minimum of three years related experience, or an equivalent combination of education and experience. Additional requirements include: ability to demonstrate strong interpersonal and communication skills, including public speaking and client career advising; knowledge of academic programs and procedures; ability to work in a fast paced environment with constant interruptions; strong proficiency with computers; ability to establish and maintain collaborative work relationships; and group facilitation skills. In addition, strong organizational and time management skills in order to manage high workload volumes and prioritize workflow to fulfill the demands of the position are required. A high level of diplomacy, tact, judgment and the ability to multi-task while maintaining a high quality of work are necessary. Certificate from a recognized post-graduate program focusing on Career Development with curriculum related to career planning, ethics, group facilitation and working with diverse populations and training and certification to administer and interpret Level B formal assessments offered by the department including the Strong Interest Inventory (SII) and the Myers-Briggs Type Indicator (MBTI) is preferred.

*Applicants with a preference for either the co-op or accessibility focused position are encouraged to specify it in their cover letters.

Position Numbers 114-027; 531-018
Classification P03*

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 13
Closing Date: 2016 07 20