Employer Services Coordinator

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]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Employer Services Coordinator

Co-operative Education & Career Services
Hiring #: 2016-0346

Please read the Application Instructions [2] before applying

Co-operative Education & Career Services (CECS) is a critical department of 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 and vocational direction and employment. CECS staff persons provide career development, student employment and co-operative education programs and services and facilitate experiential learning opportunities to foster the career achievements of University of Guelph students and alumni. These services include the main functional areas of career planning, further education planning, job search planning, on-line career development programs, employer experience, employment events, on-campus recruiting, job posting services and co-operative education programs.

Reporting to the Manager, Business Operations; the Employer Services Coordinator will provide valuable support & insight in the following areas:

- Building the ongoing relationship between Co-operative Education & Career Services and existing employer stakeholders registered with the Recruit Guelph job posting system
- Determining trends & gaps in employer engagement, consulting with the CECS Employer Development Team and the management team to build an informed outreach and development plan to strengthen relationships and better serve the recruitment needs of existing employers.
- Partnering with existing employers while working closely with the CECS Employer Development Team, to help ensure our employer stakeholders are receiving the best possible methods and service to support their recruitment needs.
- Initiating, tracking and reporting on follow up activity for employers who have posted positions for co-op students.
- In consultation with the Management team, Employer Development Co-ordinator and the Coordinator, Marketing & Website, contacting existing employers in Recruit Guelph by telephone and email regarding on-going recruitment services offered by CECS.
- The Employer Services Coordinator also provides secondary vacation/back-up for the other CECS business operations team members including but not limited to the job posting and reception duties.
Requirements of the position include:

- One year Community College in a related field eg. Marketing; Client Service; H/R Recruitment or Business Administration
- Minimum of one year related experience or an equivalent combination of education and experience
- Excellent business writing and oral communication skills are essential;
- Proficiency in MS Office including Word and Excel, is required;
- Familiarity with database systems is an asset;
- A high degree of accuracy and attention to detail is required;
- Possesses tact and diplomacy with the ability to interact with a wide range of client groups;
- Self-starter and self-motivated, with the ability to prioritize and work both independently and as a team.

Position Number    531-016  
Classification        USW, Local 4120 Salary Band 3*  
Salary Range        $20.20 Minimum (Level 1)  
                    $22.55 Normal Hiring Limit (Level 3)  
                    $27.26 Job Rate (Level 7)  

*Tentative evaluation; subject to committee review.

Posting Date: 2016 08 19  
Closing Date: 2016 08 26

Source URL (modified on 08/19/2016 - 13:30): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/employer-services-coordinator

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply