Co-ordinator, Student Programs

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Professional and Managerial Group

Co-ordinator, Student Programs

Co-operative Education and Career Services, Student Affairs

Hiring #: 2017-0458

Please read the Application Instructions [1] 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, online career development programs, employer experience, employment events, on-campus recruiting, job posting services and co-operative education programs.

Reporting to the Manager of Curriculum, Co-operative Education & Career Services, the incumbent:

- The primary function of this position is to recruit, train, supervise and evaluate Peer Helpers (35+) in the Co-operative Education & Career Services Department to provide core programming to all undergraduate students (including co-op students) in accordance with the Peer Helper Experiential Learning Program. The areas where Peer Helpers are involved in the CECS operations include: Job search planning, marketing/events and the COOP*1100 course.
- Using a client centred, solution-focused framework, the Co-ordinator, Student Programs will also advise all students and alumni with complex and multi-faceted issues to identify needs, explore barriers to career development, analyze situations and create action plans for their career goals. This may include career planning, educational planning or job search assistance.
- An active member of the Curriculum Committee and ensures that the team is aware of student issues brought by the Peer Helpers regarding new programs.
- Conduct site visits to evaluate co-op student learning and career development through in person site visits during the summer semester.
- Research, design and facilitate career development workshops to broad stakeholders that may include prospective students, undergraduate, graduate students, alumni, staff and faculty.

Requirements of the position include: An undergraduate degree in a related field along with three years’ experience, or an equivalent combination of education and experience. 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 along with 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. Candidates should demonstrate strong volunteer management skills within an experiential learning model, administrative, interpersonal and communication skills, including public speaking and client career advising; knowledge of the university’s 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.

Position Number         114-016
Classification  P03
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2017 09 27
Closing Date: 2017 10 04

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/co-ordinator-student-programs

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