OAC Liaison Officer

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Professional and Managerial Group

OAC Liaison Officer

Office of the Dean, Ontario Agricultural College

Temporary full-time from June 3, 2019 to June 3, 2021

Hiring #: 2019-0250

Please read the Application Instructions [1] before applying

The Ontario Agricultural College Liaison Officer will be accountable for a variety of OAC liaison and recruiting duties and responsibilities which include:

- Responsible for all aspects of on-campus and in-class presentations including liaising with teachers and internal members of OAC community, room booking, and itinerary development and execution
- Coordinating OAC faculty, staff, students and alumni volunteers in the delivery of outreach events
- Supervising Liaison Program part-time student staff
- Plan and facilitate specialized experiences for visiting secondary school classes including High Skills Specialization Major (SHSM) secondary school programs and student skills competitions
- Documenting Liaison activity and contributing to undergraduate and diploma program recruitment plans
- Maintaining and extending a contact database of secondary school teachers and guidance counsellors and community partners
- Conducting appropriate regular and timely communications to prospective students, teachers and parents through various media and attendance at teacher conferences and similar external events
- Development and execution of educational workshops and activities related to OAC’s academic program pathways
- Facilitating program information sessions; delivering classroom presentations; representing OAC at the events such as the Royal Agricultural Winter Fair, agricultural conferences and post secondary career and job fairs

Requirements of the position include:

- University degree (preference will be given to a recent University of Guelph BSc, BSc(Env), BComm, BSc(Agr) or BBRM graduate)
- Minimum of one (1) year of relevant experience in liaison, registrarial and/or student services or comparable outreach, marketing or public relations activities
- Exceptional presentation skills;
- Ability to work independently and as part of a team, supervisory experience is considered an asset
- Demonstrated excellence in verbal and written communication and interpersonal skills
- Strong organizational and time management skills
- High level of creativity and interest in utilizing experiential learning techniques
- Competency using the Microsoft Office Suite
- This position involves some travel and therefore a valid Ontario driver’s license is required. There may be occasional weekend and evening work

Classification  Grant/ Trust fund position, P02 (P&M grid)

Professional/Managerial Salary Bands [2]
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: 2019 04 29
Closing Date: 2019 05 13

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/oac-liaison-officer

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://north.cfs.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%202017-Feb%202020.pdf