Employer Recruitment Coordinator

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

Employer Recruitment Coordinator

Co-operative Education & Career Services

Temporary full-time from October 1, 2019 to October 30, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0506

Please read the Application Instructions [1] before applying

Co-operative Education & Career Services (CECS) is a critical department in 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. 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.

The Employer Recruitment Coordinator is a critical position within the Employment Services Team that supports the year round operation to employ over 3,000 co-op students who have three to five work terms in the Fall, Summer and Winter; or regular students employed part-time on campus, full-time in the Summer semester or short term contracts. The primary stakeholder groups that this position liaises with are external employers and students.

This position is one of four positions that co-ordinate the interview process for all Co-op, Career and On Campus interviews (approximately 10,000 job postings per year) with close to 1,300 interviews scheduled, ranging from 1 to 12 students per interview.

The Employer Recruitment Coordinator:

- is the first point of contact with employers conducting interviews in the EL Hub; provides information on parking, the interview schedule and offer process, and solicits feedback from the employer following their interviews
- co-ordinates the co-op offers operation, which processes offers for over 3,000 co-op students annually over 41 co-op programs (students have 48 hours to respond to co-op job offers and it’s imperative that offers are entered into the recruitment system as quickly and precisely as possible)
- arranges all Skype and telephone interviews – creates interview schedules, co-ordinates technology for video interviews
- administers room booking for 15 interview rooms in the EL Hub ensuring employers have an appropriate space to conduct interviews (i.e. two interviewers with 12 candidates vs. one interviewer with 5 candidates, etc.) and schedules are arranged in an effective manner to capitalize on room availability
- co-ordinates employer interview follow-up which could include conversations regarding competitive salary options, gathering and communicating sensitive information to/from students and employers (such as compensation, terms of employment, etc.) and submitting confidential documents to employers on behalf of students
- updates the status of co-op postings once the employment process has completed for each position
- cultivates the relationship between the EL Hub and employer stakeholders registered with our job posting system by providing excellent customer service
provides vacation and lunch coverage to other members of the Employment Services Team
conducts additional administrative support to other services and programs including updating employer
accounts in Experience Guelph following data integrity and privacy standards; approving employer and
alumni accounts; posting jobs, and creating work/employment records
as a member of the Employment Services Team, takes initiative to provide support and back up to all other
members when required

Requirements of the position include:

- One (1) year college in Business Administration or a related field along with at least one (1) year of related
  administrative experience, preferably in a post-secondary educational environment. A relevant combination
  of education and experience may be considered.
- Excellent customer service skills are imperative;
- Advanced knowledge of various computer programs including but not limited to Word, Excel, Office 365;
- A high degree of accuracy and attention to detail is required ;
- Ability to deal with employers, students and University staff using tact and diplomacy;
- Requirement to work independently and efficiently in an extremely busy and often stressful environment
  with competing demands upon incumbent's time;
- Ability to multi-task is crucial;
- A high degree of accuracy and attention to detail is imperative;
- Experience with an Orbis-based software is considered an asset

Covering Position Number  114-019
Classification               USW, Local 4120 Salary Band 3
Normal Hiring Range  $21.12 - $23.58 per hour

At the University of Guelph, fostering a culture of inclusion [2] 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 09 09
Closing Date: 2019 09 16

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/employer-recruitment-coordinator

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