Employer Services Coordinator

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

Employer Services Coordinator

Co-operative Education & Career Services

Hiring #: 2019-0545

Please read the Application Instructions [1] 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 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 Services Coordinators provide valuable support & insight in the following areas and often acts as the first point of contact for all stakeholders:

- Following the strategic direction of the Employer Development Team as well as the management team, strengthen relationships and better serve the recruitment needs of existing employers.
- Ensure timely and professional customer service support for employer recruitment needs.
- Run daily, weekly and semesterly reports to monitor employer hiring activities and develop daily follow-up schedules and plans.
- Contact existing employers in our recruitment system by telephone and email regarding on-going recruitment needs and services offered by CECS. Build the relationship between Co-operative Education & Career Services and employer stakeholders registered with our job posting system.
- Enter employer interview selection and interview details as requested by the employer.
- Book interview rooms and confirm parking options with the employers
- Send interview details to the student candidates and work closely with both employers and students to ensure an efficient interview schedule is created.
- Enter and update employer contact and job information in the Recruit Guelph database and maintains files.
- As a member of the Employment Services Team, take initiative to provide support and back up to all other members when required.

Requirements of the position include:

- One (1) year Community College program in Business Administration or a related discipline along with at least one year of experience in fast paced customer service or client administration, or an equivalent combination of education or 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 imperative;
- Possesses tact and diplomacy with the ability to interact with a wide range of stakeholders (students, employers and university staff);
- Self-starter and self-motivated, with the ability to work both independently and as a member of a diverse
Position Number: 114-006
Classification: USW, Local 4120 Salary Band 3*
Salary Range: $21.12 Minimum (Level 1)
$23.58 Normal Hiring Limit (Level 3)
$28.51 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

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 10 02
Closing Date: 2019 10 09

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

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