Career Advisor

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Professional and Managerial Group

Career Advisor

Experiential Learning Hub

Temporary full-time from January 6, 2020 to August 31, 2021
Temporary absence of the regular incumbent

Hiring #: 2019-0677

Please read the Application Instructions [1] before applying

The Experiential Learning department plays a critical role in fostering student success and employability and supports the institution’s commitment to providing students with opportunities to apply their learning in real-world contexts. The department includes Co-operative Education, Work-Integrated Learning, Workplace Partnerships, Co-curricular Engagement and Learning, and Career Education and Development Services, with these critical programs supported by business operations, systems management, and marketing and communications. The University has the fourth largest co-operative education program in Ontario, with over 3,500 participating students. Thousands more engage in a broad range of co-curricular learning opportunities.

Reporting to the Manager, Career Development, the Career Advisor as an active member of the Career Development team will advise and provide support to all stakeholders, but will specialize within the College of Engineering and Physical Sciences in the following functional areas:

CAREER ADVISING
Engage in the full range of professional activities related to career planning and development, further education options and job search strategies. This ranges from the personal importance of work, academic program fit as it relates to career options, job search strategies that fit career goals, the current and future state of work and expectations in the workplace.

INTERNAL STAKEHOLDER DEVELOPMENT AND ENGAGEMENT
Develop strategies for connecting students to experiential opportunities within and outside of the College. Respond to requests from all service areas on campus that wish to infuse career development principles within their programming/service. Participation in workshops/classroom setting ranging from 20 – 200 participants.

EXTERNAL STAKEHOLDER DEVELOPMENT AND ENGAGEMENT
Engage industry and community partners to support in the development of part-time, summer and career ready positions and connect students with future employers to aid in career exploration and development of foundational competencies to increase their employability upon graduation.

SUPPORT CO-OP ACTIVITIES AND WORK-TERM SITE VISITS
Establish, review and verify learning outcomes with co-op students during site visits that meet the intentional learning goals of their academic program.

Requirements of the position include: Undergraduate degree and a minimum of three years related experience, or an equivalent combination of education and experience. Certificate from a recognized post-graduate program focusing on Career Development would be an asset.
Knowledge of and/or experience with disciplines found within the College of Engineering and Physical Sciences is essential and the ability to work with diverse populations and stakeholders in a fast-paced environment with constant interruptions. Utilize a client centered approach with the ability to establish and maintain collaborative relationships. A high level of diplomacy, tact and judgment with the ability to multi-task and prioritize workflow to fulfill the demands of the position.

Additional requirements include strong communication skills, including public speaking and group facilitation.

Classification: P03*
Professional/Managerial Salary Bands [2]

*Under Review

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 12 04
Closing Date: 2019 12 11

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/career-advisor

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