EDI Employment Engagement Specialist

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Grant & Trust Professional

EDI Employment Engagement Specialist

Experiential Learning Hub

Temporary full-time from August 9, 2021 to March 31, 2022
Hiring #: 2021-0366

Please read the Application Instructions [1] before applying

At the University of Guelph, our students benefit greatly from engaging directly in industries and communities where they can apply their learning in real-world contexts, develop essential employability skills, and gain a deeper understanding of the complex issues faced by employers and community organizations today.

The Experiential Learning Hub collaborates with industry and community partners to provide experiential learning opportunities that enable students to apply and advance their learning in real-world contexts. The Co-operative Education program formally integrates a student’s academic studies with periods of full-time work experience. Over 4,000 co-op students participate in over 50 co-op majors at the University of Guelph. 600-1800 co-op students are employed in each fall, winter and summer semester representing millions of dollars in earned wages each year.

Reporting to the Associate Director, Co-operative Education and Work-Integrated Learning, the EDI Employment Engagement Specialist will:

- Build new strategic employer relationships within industry, government and non-profit organizations that support equity, diversity and inclusion (EDI) to present a breadth of employment opportunities for vulnerable and diverse student groups, such as Indigenous, racialized, and LGBTQ2IA+ students and students with disabilities.
- Partner with talent acquisition, talent management and other organizations/associations to drive innovation with an EDI lens through developing programs and initiatives to increase opportunities and decrease barriers for under-represented student groups.
- Interact with all levels of representatives from external organizations to determine the best strategy for on campus and virtual exposure to reach their population targets; leverage knowledge about market/industry trends, opportunities and best practices with the view to building credible, value added relationships with these organizations.
- Assess student client career development, further education and job search needs through drop-in sessions and scheduled appointments.
- Understand and advise on issues related to employment barriers including issues of workplace accommodation and needs of a diverse client population.
- Support co-op activities and monitor the quality of work experience and evaluate the student’s work performance and career development though in-person and virtual site visits.

Requirements of the position include:

- An undergraduate degree and a minimum of five (5) years of related experience in account management, job development, career advising, co-operative education or experiential education or an equivalent combination of related education and experience.
- Knowledge and expertise of issues related to employment barriers and workplace accommodation, needs of a vulnerable and diverse student client population (e.g., Indigenous, racialized, LGBTQ2IA+ students and
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- Strong knowledge of the labour market and graduate recruitment trends with the ability to interpret and communicate these trends to students, faculty, and industry partners.
- Advanced communication, interpersonal and presentation skills; experience developing and delivering programs and presentations to variety of individuals from students to senior executives.
- Demonstrated ability to establish and maintain excellent relationships in a multi-stakeholder environment to foster and facilitate excellent outcomes.
- Knowledge of experiential learning (co-op, internships, WIL); experience of student engagement; and working with multiple stakeholders in supporting educational objectives.
- Excellent analytical skills to continually monitor internal and external trends and to develop plans to react accordingly, ability to analyze problems and define effective solutions.
- Certificate from a recognized post-graduate program focusing on career development and/or adult education with curriculum related to career planning, ethics, on-line course instructional design and working with diverse population is preferred.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification Grant/ Trust fund position, Band P04*

GTP Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee 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: 2021 07 21
Closing Date: 2021 07 28


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