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Professional and Managerial Group

Co-op Coordinator, Ontario Agricultural College (OAC) Programs

Experiential Learning Hub

Hiring #: 2022-0104

Please read the Application Instructions 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 a real-world context. The Co-operative Education program formally integrates a student’s academic studies with periods of work experience. Over 4,000 co-op students participate in over 50 co-op majors at the University of Guelph. Co-op Coordinators assume complete marketing responsibility and student advisement for co-op program(s) as assigned and actively recruit and engage employers to hire 700 - 1950 co-op students each fall, winter and summer semester representing millions of dollars in earned wages each year. This position will be located at the University of Guelph Ridgetown Campus.

Reporting to the Manager, Co-operative Education, the Co-op Coordinator is responsible for:

- Developing new and maintaining existing employer relationships to support and expand engagement with co-operative education and the University of Guelph
- Providing advisement and guidance to co-op students in assigned programs on job search strategies, employability skills (professional and transferable) and career development while the student is seeking employment and while on a work term
- Maintaining in-depth labour market insight, analyzing shifts in technology and economics
- Marketing and promoting co-op and the University of Guelph throughout all sectors of the economy, trade associations, tradeshows
- Conducting co-op work term site visits to monitor student learning and work performance; and ensuring that sufficient job quantity, diversity and experience levels are available for co-op students

Requirements of the position include:

- An undergraduate degree and several years’ relevant experience in employer development, relationship management or business development
- Applicants should demonstrate excellent marketing and account management skills, sales, and public relations skills
- The applicants must also demonstrate strong knowledge of relevant job markets for OAC Associate Diploma and degree co-op programs, and the ability to work well with a diverse group of clients/stakeholders (i.e. employers, students, faculty)
- Understanding of the agriculture, equine, horticulture, and turf grass programs and related careers an asset
- Knowledge of co-operative education, career counselling, human resource practices, labour market analysis, employment law is an asset
- Knowledge of the University academic programs and procedures is an asset
- Proficiency with Microsoft Office Suite
This role will focus on associate diploma and degree co-op programs for the Ontario Agricultural College (OAC) at the University of Guelph Ridgetown campus with some travel to Clinton and the main campus in Guelph required.

Position Number         114-037
Classification               P05

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: 2022 02 14
Closing Date: 2022 03 14 (extended)

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/co-op-coordinator-ontario-agricultural-college-oac-programs

Links
[^1]: https://www.uoguelph.ca/hr/careers-guelph/how-apply
[^2]: https://www.uoguelph.ca/hr/system/files/2020-2023%20P%26M%20Salary%20Grid_11.pdf
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