Career Development Coordinator

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Position covered by the Collective Agreement with USW Local 4120

Career Development Coordinator

Business Career Development Centre, Lang School of Business & Economics

Temporary full-time from May 2022 to January 31, 2024
Temporary absence of the regular incumbent
Hiring #: 2022-0340

Please read the Application Instructions [1] before applying

The successful candidate will be responsible for handling marketing and communications (including website, social media and CourseLink portal site) and events, acting as the first point of contact for students and employers, and providing senior level administrative support for the Business Career Development Centre. Specific responsibilities include: planning and execution of regular communications and marketing, external event coordination and promotion, and maintaining an engaging on-brand social media and online presence.

Other duties include: Performing receptionist duties, responding to email, phone and walk-in inquiries, managing files, booking meeting rooms, assist with other duties as required within the office, and drafting replies for routine correspondence. In addition, financial administration tasks for the Business Career Development Centre including preparing purchase orders, payment of invoices, cheque requisitions and reconciling month end FRS statements.

Requirements of the position include: Graduation from a two (2) year community college program along with a minimum of one (1) year of previous related experience. A combination of related education and experience may be considered. Candidates must have excellent verbal and written communication, customer service, and organization skills in addition to a strong ability to prioritize and multi-task. The successful candidate must have a strong ability to manage time-sensitive tasks, maintain accuracy, and be efficient in a fast-paced environment with frequent interruptions. Demonstrated ability to work harmoniously with a variety of groups under tight deadlines; maintain a high level of confidentiality and discretion and use of tact to deal with confidential and sensitive matters.

An understanding of academic programs, university policies and procedures, compliance with the brand guidelines and AODA requirements, and administrative systems will be considered an asset. The incumbent must have some knowledge of social media platforms and Adobe Creative Suite or similar graphical software (e.g. Canva). Strong computer skills, including advanced knowledge of Microsoft Office (Word, Excel, Access, Outlook) is essential. Experience with Drupal, CourseLink course builder and management, and HTML source code proficiency will be considered an asset.

Covering Position Number 195-030
Classification USW, Local 4120 Salary Band 4
Normal Hiring Range $23.83 - $26.63 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: 2022 05 18
Closing Date: 2022 05 25