Events & Employer Services Coordinator

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Professional and Managerial Group

Events & Employer Services Coordinator

Experiential Learning Hub

Hiring #: 2023-0415

Please read the Application Instructions before applying

The Experiential Learning Hub 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 provides career development for UofG students including co-operative education, career education, campus and community-integrated learning, and experiential learning development and recognition. These areas are supported by business operations, marketing and communications, employment services and systems. The University has the fourth largest co-operative education program in Ontario, with over 5,000 participating students. Thousands more students engage in a broad range of co-curricular learning opportunities both on and off-campus.

At the University of Guelph, employers have many opportunities to recruit top talent for their organization and to increase their brand visibility on campus. The Events & Employer Services Coordinator of the Experiential Learning department is responsible for creating opportunities to connect students with employers and further education providers to foster employer connections that may lead to job postings, registration at events, and repeated engagement with our students. The Coordinator recommends student engagement strategies to employers and external stakeholders based on extensive knowledge of student academic cycles, academic programs, and student relevancy, to allow for the greatest impact for both parties and increase student and alumni attendance.

The Coordinator determines the type of engagement events that are needed and the timing for such events. They participate in and make recommendations for revenue generation, such as sponsorship and customized promotional strategies, prepares and monitors the budget for each event, and proposes fee increases as needed. They collaborate with department team members and key campus partners in the planning, promotion, and execution of events. The Coordinator is responsible for managing all event logistics such as student and employer registration, space bookings, event staff scheduling, coordination of hospitality, parking, and floor plans. They manage student and employer expectations at events, and diplomatically responds to questions and concerns. The Coordinator evaluates each event to ensure all internal and external stakeholder needs are met. The types of events are both program specific and general and include Career and Job Fairs, Employer Information Sessions, Promotional Packages, Career Nights, Further Education Fairs/Information Sessions, and Panels.

The Coordinator liaises with academic departments, faculty, student groups, and College governments regarding the department’s role in supporting and promoting their events. They are a member of the University-wide Campus Events Network and are a member of the Partners 4 Employment Steering Committee that plans Job Fairs in conjunction with the University of Waterloo, Wilfrid Laurier University, and Conestoga College.

Requirements of the position include:

- Two (2) year Community College Diploma (Undergraduate degree preferred) in a related field along with previous experience in employer development, relationship management and event planning. An equivalent combination of relevant education and experience may be considered.
- Must demonstrate knowledge of employment sectors and trends specifically related to recruitment.
- Ability to work well with a variety of stakeholders from different employment sectors and other professional
staff, students, and faculty.
- Knowledge of the University academic programs, departments and services would be considered an asset.
- Proven success managing both large and small events.
- Proven ability to manage multiple priorities.
- Ability to work collaboratively and independently.
- Excellent communication and interpersonal skills to provide high-quality, professional interactions and customer service to prospective and new employers.
- Demonstrated relationship management skills.
- Revenue generation and budget management experience.
- Excellent record keeping and debriefing skills.
- Attention to detail.
- Strong organizational skills.

Position Number         531-011
Classification               P03*

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: 2023 07 07
Closing Date: 2023 07 24 (extended)


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

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