Career Development Specialist, Student Engagement

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Professional and Managerial Group

Career Development Specialist, Student Engagement

Business Career Development Centre, Gordon S. Lang School of Business & Economics

Temporary full-time from August 1, 2023 to July 31, 2026
Hiring #: 2023-0409

Please read the Application Instructions [1] before applying

The Career Advisor & Student Engagement engages in the full range of professional activities related to counselling undergraduate/graduate students and alumni with their career development, further education options and job search strategies. Additionally, this position focuses on outreach and engagement activities with student groups to assist in bringing career development and experiential learning into programming for the Lang School of Business & Economics.

Key responsibilities include:

- On a 1:1 basis, advise students and alumni on career coaching/development, education, professional business designations/certifications and job search needs through drop-in sessions and scheduled appointments.
- Provide direct assistance to students with preparation of resumes, cover letters, interviews skills and effective use of online career resources (i.e., LinkedIn)
- Execute focus groups, surveys and other forms of assessments to ensure that career centre services meet the needs of students across all departments within the School
- Work with student representatives from each department’s student organization and the LANG Students’ Association to collaborate on innovative programming related to career development designed from the student perspective
- Attend and provide program specific career development support to students during career/job fairs, panel and networking events and student club initiatives
- Collaborate with specific departments and student groups to develop opportunities for stakeholders (including alumni, employers and community agencies) to engage with students
- Administer and interpret a variety of formal vocational and interest assessment tools
- Assist in compiling and analyzing career-related survey data for the BComm program

Requirements of the position include:

- Completion of an Undergraduate degree in business or a related discipline along with a minimum of three (3) years career advising experience, preferably at a post-secondary institution. An equivalent combination of relevant education and experience may be considered.
- Completion of Career Development Practitioner Certification is preferred
- Proven ability to build and maintain effective relationships and/or success in business development
- Career advising skills to effectively assess student needs, career outcomes and goals
- Solid background in job search techniques, resume writing, and interview skills
- Excellent communication skills, both in listening and relaying information
- Highly developed presentation and group facilitation skills to speak publicly and respond to specific questions to large groups within the University community and to external stakeholders
Well-developed interpersonal, and relationship building skills; with the ability to establish rapport with students, employers, and faculty/staff

Knowledge of current occupational, educational and employment opportunities and be cognizant of present and future labour market trends; including professional business specific designations/certifications

Strong commitment to providing excellent client service and being an effective team player

Demonstrated professionalism and ability to handle confidential and sensitive material with tact and diplomacy, exercise discretion and judgement at all times

An understanding of academic programs, university policies and procedures, and administrative systems will be considered an asset

Familiarity with virtual meeting platforms (i.e., MS Teams, Zoom, WebEx) and strong computer skills, including advanced knowledge of Microsoft Office products is essential

Position Number         195-TFT
Classification               P03
Professional/Managerial Salary Bands [2]

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 12
Closing Date: 2023 07 19

Source
URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/career-development-specialist-student-engagement

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply [2]