Student Recruitment Administrator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Temporary full-time from August 1, 2023 to July 31, 2024
Temporary absence of the regular incumbent
Hiring #: 2023-0427

Please read the Application Instructions [1] before applying

The Student Recruitment Administrator is a member of the Employment Services & Systems (ES&S) unit within the Experiential Learning Hub. ES&S is responsible for employment services for students, as well as the maintenance and use of the Experience Guelph system, an experiential learning management platform. The ES&S team works with thousands of employers who post and hire U of G students annually for 5,000+ co-op students from over 60 co-op programs, as well as all regular U of G students and new graduates.

This role is one of three positions that co-ordinate pre-interview components of the Co-operative Education recruitment process, including the approval of all employer accounts in Experience Guelph, posting and approval of all co-op job postings, and the scheduling of all co-op interviews. During peak periods, the incumbent could be responsible for posting over 300 co-op job postings and arranging over 130 interviews in a single week.

The Student Recruitment Administrator:

- Interacts daily with members of our employer stakeholder base, communicating co-op information regarding programs and the employment process, and provides one-on-one guidance and support for use of the Experience Guelph system.
- Administers the posting of over 5,500 co-op job opportunities annually, assessing each posting against the EL Hub’s recruitment standards, and adding additional pertinent information to assist students in searching and applying for opportunities.
- Creates interview schedules based on employer directions and connects one-on-one with interviewers to confirm any missing or unclear information.
- Troubleshoots student conflicts, working collaboratively with the employer to accommodate where possible, and updates the interview schedules accordingly (more than 25% of interview schedules experience conflicts).
- Reviews accepted job offers daily, removing students who have accepted other positions so that interview schedules are current.
- Works to ensure that all co-op students have signed up for upcoming interviews prior to the deadline.
- Closes interview schedules and sends interview packages (interview schedule, application bundle, etc.) to employers no later than one day in advance of the scheduled interview.
- Records all posting and interview related communications with employers and students in the system.
- Contributes to data integrity standards; creates and edits content and accounts in the Experience Guelph platform.

* This is a multi-incumbent role meant to serve all co-op programs and be cross trained to provide back-up and relief to other members of the ES&S team.
Requirements of the position include:

- One (1) year Community College Diploma in Human Resources or Business Administration or a related field along with at least one (1) year of related administrative experience, preferably in roles focusing on Human Resources or post-secondary education. A relevant combination of education and experience may be considered.
- Experience working with systems and databases; previous use of an Orbis-based software is considered an asset.
- Advanced knowledge of Microsoft Office programs (Word, Excel, Office 365) and web conferencing tools (MS Teams, Skype, WebEX, etc.).
- A high degree of accuracy and attention to detail, along with outstanding written and oral communication skills is required.
- Ability to work with a variety of stakeholders (employers, students, faculty/staff, and alumni) using tact and diplomacy during interactions.
- Capable of working both independently and collaboratively in an extremely high-paced and often stressful environment with the ability to maintain efficiency while multi-tasking competing demands.

Covering Position Number 114-006
Classification                           USW, Local 4120 Salary Band 4
Normal Hiring Range              $25.22 - $28.18 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: 2023 07 17
Closing Date: 2023 07 24

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