



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Coordinator, Career Development <i>Staff Bargaining Unit</i>
DEPARTMENT:	Department of Experiential Learning and International Affairs
POSITION STATUS:	Permanent Full-time (35 hours/week), OSSTF Sault Ste. Marie campus
SUPERVISION RECEIVED:	Director, Experiential Learning and International Affairs
SUPERVISION EXERCISED:	Student Employees

PRIMARY FUNCTIONS:

- A. Career Link Program Development and Delivery (40%)
- B. Career and Post-Graduate Advising (20%)
- C. Career Resource Development and Curation (20%)
- D. Student Employment Program Coordination (20%)

The Coordinator, Career Development is part of the Experiential Learning Hub and participates as part of a collaborative team in the decentralized development and delivery of career education to all Algoma University campus sites. The Coordinator, Career Development coordinates the delivery of the Career Link program, a co-curricular certificate program that seeks to build career readiness in students and runs concurrent with their academic program. The Coordinator, Career Development coaches students on building career and graduate school readiness and leveraging co-curricular activities, experiential learning, paid employment, volunteering, and other activities to enhance preparedness.

The Coordinator, Career Development supports current students on a one-on-one or group basis around career exploration, career planning, job search strategies, resume and cover letter development, and career education resource curation and development. The Coordinator, Career Development supports graduate school readiness through one-on-one support, workshops, and resource curation. The Coordinator, Career Development will have a particular focus on meeting the needs of vulnerable and diverse groups, including international students, Indigenous, racialized, and 2SLGBTQ+ students, and assisting them in navigating the labour market and meeting career goals. The Coordinator, Career Development will be located primarily on the Sault Ste. Marie campus, with occasional travel requirements to other campus sites.



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RESPONSIBILITIES:

A. Career Link Program Development and Delivery (40%)

- Deliver Career Link programming, including skill development workshops and seminars.
- Collaborate with internal and external partners to deliver programming to meet the needs of program participants.
- Develop, evaluate, and update curriculum and delivery methods of the Career Link program to ensure it reflects the needs and demands of students.
- Create and compile program material.
- Develop and maintain an active Learning Management System and social media site for all program participants.
- Provide advising to Career Link students as they progress through the program.
- Flow information on the Career Link program to the entire university community, including faculty and staff.
- Lead recruitment and retention campaigns for Career Link.
- Collaborate within and outside the department to expand opportunities for students.
- Develop marketing material and communication plans for the Career Link program.
- Collaborate with EL Team to ensure Career Link program is sustainable and aligns with funder requirements.
- Create activities to help students' link skill development with work readiness.
- Complete annual funder reports and evaluations.

B. Career and Post-Graduate Advising (20%)

- In collaboration with Student Success and Academic Advisors, support and coach individual students through the process of creating resumes, cover letters, job search, interviewing, networking, and applying to graduate school.
- Develop, advertise, and deliver workshops on career and graduate school preparedness and related topics for post-graduate preparedness (e.g., MCAT, LSAT, GMAT, career planning).
- Coordinate application review workshops for students applying to post-graduate programs, including faculties of law, education, and medical school.
- Provide Student Success with current information on the application process, deadlines, and requirements for graduate school admissions.



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- Prepare students for the school-to-work transition by facilitating sessions on skills translation and talent development and discovery.
 - Develop and deliver career preparedness activities for students enrolled in Graduate Certificate programs.
 - Support activities, events, projects, and initiatives designed to enhance the quality, capacity, and sustainability of career services in strategic areas of interest which may include the Work-Study program, the Co-Curricular Record (CCR) and competency development, student/graduate employment outcomes, international student/graduate success, and equity, diversity and inclusion goals.
 - Liaise with other universities to gather information on graduate school admission requirements and to organize graduate school information sessions for students on all campuses.
- C. Career resource development and curation (20%)
- Create and curate physical and virtual hubs of career related resources based on current best practices and trends at all campus locations.
 - Build and adapt e-learning modules on career related topics.
 - Leverage existing career-related tools to maximize student usage.
 - Develop and build dynamic career resources on the Experiential Learning Hub website and in other online forums.
 - Coordinate the recruitment and training of student career ambassadors.
 - Develop linkages with external organizations and resources to facilitate graduate employment.
 - In collaboration with the EL & IA team, develop, administer, and evaluate career-related tools to serve students on all campus sites.
- D. Student Employment Program Coordination (20%)
- Recruit, train, and supervise students participating in purpose built employment programs (e.g., tutors employed in the Algoma Connect Program).
 - Develop and evaluate student employment programs.
 - Build relationships with external partners involved in student employment programs.
 - Build and implement student employment program expansion.

WORKING CONDITIONS:

- **Physical Effort Required**
 - Minimal; position requires some lifting/physical effort required for workshop set



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up and take down. The majority of time is spent sitting at a computer workstation or meeting with students.

- **Physical Environment**
 - Minimal: Minimal exposure to unpleasant/disagreeable conditions.
- **Sensory Attention**
 - Moderate: Moderate need for detailed/precise work to be completed while accommodating regular interruptions. High attention to detail is required when assembling data and completing program evaluations.
- **Mental Stress**
 - Moderate: Work activities are performed with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to the work nor result in unpleasant reaction (e.g., normal deadlines, client interactions, repetitive work). There may be multiple simultaneous deadlines given the front-line nature of the work.

MINIMUM QUALIFICATIONS:

- An undergraduate degree in any field.
- Formal education in career development, coaching, or career education is required (e.g., graduate degree, Certified Career Development Practitioner, International Coaching Federation Credential, Career Development Professional Graduate Certificate, Career Management Professional Program).
- Three years experience in career advising, career counselling, or related practice is required.
- Knowledge of experiential learning and career education theory and practice is required.
- Experience working with Indigenous culture and communities.
- Experience with program development and evaluation.
- Previous workshop development and facilitation experience with an understanding of adult learning principles.
- Skills required for the position:
 - Well-developed coaching and active/reflective listening skills with an awareness of the challenges and barriers to employment often faced by international students, Indigenous students, racialized students, 2SLGBTQ+ and students with accessibility and mental health concerns.
 - Strong ability to deal with ambiguity and to multi-task.
 - Professionalism, diplomacy, and the ability to interface effectively at all levels



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- of the university with a diverse student population.
- Excellent oral and written communication and presentation skills with a capacity to develop, curate, and share content for print, digital, and social media channels.
- Strong customer service orientation supported by a firm commitment to equity, diversity and inclusion, and student retention and success.
- Strong ability to work collaboratively as a member of a dynamic team.
- Demonstrated capacity to model flexibility/adaptability and successfully manage change in response to evolving post-secondary, industry, and employer needs and expectations.
- Proven ability to work effectively with students or clients
- Excellent interpersonal skills to collaborate and build relationship with internal and external stakeholders
- Innovative problem solver
- Strong organizational skills
- Ability to work independently, meet deadlines, and manage time effectively
- Displays creativity and sound judgement
- Understanding of and ability to uphold strict confidential regulations as per university policy
- Be able to work effectively with people having diverse backgrounds, styles and abilities
- Valid Drivers Licence
- Excellent use of technology for collaboration; strong computer skills, including microsoft applications and G-suite.
- Commitment to and understanding of Algoma University's special mission and the seven grandfather teachings
- Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algonau.ca no later than 4:00 p.m. on Tuesday, July 5, 2022.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity deserving groups that are traditionally



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underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algonquin University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.