



# ALGOMA UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** **Career Link Coordinator**  
Staff Bargaining Unit

**DEPARTMENT:** Experiential Learning and International Affairs

**POSITION STATUS:** Permanent, Full-time (35 hours/week)

**SUPERVISION RECEIVED:** Director, Experiential Learning and International Affairs

**SUPERVISION EXERCISED:** None

## PRIMARY FUNCTIONS:

A. Outreach and Job Development	40%
B. Program Delivery	40%
C. Academic Advising	<u>20%</u>
<b>Total</b>	<b>100%</b>

## RESPONSIBILITIES

- A. Outreach and Job Development
- Liaise with university partners, private, and public sector organizations to develop opportunities for students to participate in Experiential Learning (EL) activities.
  - Develop strategic partnerships with organizations to develop and deliver EL opportunities including co-operative education, internship opportunities, course-based EL, paid summer employment opportunities, and post-graduate career opportunities.
  - Build sustainable relationships with partners to further the objectives of the *Career Link* program.
  - Build and maintain a network of mentors for *Career Link* students.
  - Coordinate university participation in external events related to EL generally and the *Career Link* program specifically.
  - Recommend and develop prospective new partners.
  - Develop and execute an outreach plan in consultation with the EL Team.
  - Contribute to the employer/external EL partner database through the establishment of key contacts.
  - Create and deliver presentations to engage partners in the *Career Link* program.
- B. Program Delivery
- 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.



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- Develop, evaluate, and update curriculum and delivery method of the Career Link program to ensure it reflects the needs and demands of students.
- Create and compile program material.
- Develop and maintain 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.
- Coordinate activities associated with *Career Link*.

### C. Academic Advising and Registration

- Deliver academic advising to first year students as part of the Student Success Central.
- Responsible for noting and tracking patterns related student registration and withdrawal for the purposes of understanding student movement.
- Use internal programs to process students through advising, registration and payment.
- Interface between student registration and payment processes; handle inbound telephone calls and email inquiries for payment and take payment for student accounts and students inquiries
- Flow information from academic advising to student success planning to improve retention and graduation rates.
- Help coordinate annual returning student advising campaign and promotion.
- Promote curricular and co-curricular experiential learning and international programming opportunities.
- Maintain current knowledge of the academic calendar, degree program requirements, deadlines, procedures, regulations for course overloads, etc.
- Track student registration-related data for retention purposes, e.g., advising access, transcript requests.
- Note and track patterns related to student registration and withdrawal for the purposes of understanding student movement.
- Use internal programs to process students through advising, registration, and payment.
- Interface between student registration and payment processes; handle inbound telephone calls and email inquiries for payment and take payment for student accounts and students' inquiries.



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- Share expertise on experiential learning program options with Student Success Central team and integrate throughout advising processes.

### WORKING CONDITIONS

- Occasional non-regular hours to support special events.
- Required to multi-task.
- High demand for tact and professionalism to build relationships with partners.
- Front-line demands working with students.
- Ability to work with students with varying backgrounds, emotional, personal, and social needs.
- Fast-paced environment.

### MINIMUM QUALIFICATIONS

- Undergraduate degree in any field; formal education in career development an asset.
- Experience working with Anishinaabe cultures and communities.
- Minimum three years of relevant experience.
- Minimum two years of experience in career development.
- Experience with program development and evaluation.
- Minimum three years of experience working with post-secondary students or adult learners.
- Knowledge of experiential learning theory and practice.
- Excellent written and oral communication/presentation skills.
- Excellent administrative, organizational, and problem-solving skills.
- Strong ability to deal with ambiguity.
- Able to work effectively independently and as part of a team.
- Ability to multitask in a dynamic fast-paced environment with multiple interruptions.
- Valid driver's license.
- Computer proficiency in MSOffice and G-Suite applications.

**START: ASAP**

**Please submit a resume and cover letter to [hr@algomau.ca](mailto:hr@algomau.ca) by October 25, 2020 @ 4:00 PM**

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. The successful candidate, as a condition of employment, will be required to provide a Police Records Check.

Algoma University is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you require any accommodations, please notify us and we will work with you



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to meet your needs.

We thank all candidates for their interest, however only those chosen for an interview will be contacted.