

Position Posting

Position Title: Career Services Coordinator	Position # 2257
Department: Student Affairs	Classification: MASA Grade 9
Supervisor's Title: Director of Experiential Learning and Career Development	Posting Date: November 2, 2020
<p>Position Summary:</p> <p>Reporting to the Director of Experiential Learning and Career Development, the Career Services Coordinator will provide administrative oversight of designated student internship programs and aspects of the student mentorship program. The Coordinator will assist in the development of strategic partnerships with private/public organizations and foundations for the identification, description, and delivery of internship opportunities. This includes but is not limited to filling internship positions with qualified students, and coordinating internship placements. They will be responsible for utilizing provincial and federal programs that are developed to support experiential learning.</p> <p>The Career Services Coordinator will be responsible for maintaining the experiential learning tool called experience.mta.ca. The tool will require administration, configuration and support to internal and external partners. The tool is based on the Outcome Plus platform and familiarity with that tool is considered an asset. Use of other technological tools to support experiential learning, as they develop.</p> <p>The Coordinator will manage a number of events for the Experiential Learning and Career Development Office that support students' transition to the work force and related to professional development. As experiential learning is further improved and expanded, other activities will be added as part of the job responsibilities as they are developed.</p> <p>The Coordinator will be responsible for the design, direction, and administration of the University's career/employment programs and services. This includes, but is not limited to, career counselling, graduate school preparation, and the coordination and/or delivery of associated programs and workshops.</p> <p>**Please refer to section B for the required Qualifications, Education and Skills.</p>	
<p>Hours of Work: This is a full-time approximately seven-month term position ending the end of May, 2021.</p>	
<p>Mount Allison Staff Association: This position is in the bargaining unit represented by the Mount Allison Staff Association.</p>	
<p>Who May Apply: Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.</p>	
<p>Date of Closure: Applications should be received by the Human Resources department on or before November 12, 2020. Please forward resumes with a cover letter to hr@mta.ca.</p>	

Position Description

A. Position Responsibilities

- Oversee the administration and effective management of assigned experiential learning activities.
- Work with the Director of Experiential Learning and the Manager of Experiential Learning to develop and continue sustainable partnerships with private and public organizations for the delivery of student internship opportunities and all other internship programs that are assigned.
- Organize all aspects of internship placements.
- Work with the Director of Experiential Learning and Career Development and the Manager of Experiential Learning in the updating and tracking of various experiential learning programming activities using experience.mta.ca.
- Work with the Director of Experiential Learning and the Manager of Experiential Learning to utilize the federal and provincial programs that exist to support experiential learning.
- Track mentors and mentorship opportunities with MTA alumni using digital tools.
- Work collaboratively with the team of Experiential Learning and Career Development to manage events related to students' career development and entrepreneurship.
- Coordinate other career and employment fairs throughout the year, as necessary.
- Work with the Director of Experiential Learning and Career Development to oversee the coordination, promotion, and delivery of the University's career preparation and post-graduation service offerings. Facilitate programming and the delivery of services that help to prepare students for employment after graduation.
 - Coordinate campus recruiting visits by prospective employers.
 - Coordinate graduate school visits and graduate program presentations.
 - Coordinate pre-employment inventory skill building workshops/seminars.
 - Work in individual or group settings to offer career advising services to students.
 - Advise students on potential career paths, training and post-graduation opportunities.
 - Be knowledgeable of graduate entrance requirements and ensure students are aware of the requisite preparations they must make while at Mount Allison in conjunction with academic advisers.
 - Develop and maintain on-line and physical "bulletin-board" facilities for career management/counseling services and employment opportunities
- Perform other related duties as assigned.

B. Qualifications

- The successful candidate will have a minimum of a Bachelor level degree from a recognized post-secondary institution.
- At least three years of relevant experience.
- Excellent written and oral communication skills are required.
- Strong interpersonal and presentation skills.
- Experience working with online data or learning management tools.
- Experience delivering professional or career development services and workshops.
- Familiarity with provincial and federal programs related to experiential learning.
- Competency in Office 365 suite (Word, Excel, Outlook, PowerPoint) is a requirement.
- Familiarity with Outcome Plus platform is considered an asset.

The successful candidate will demonstrate excellent interpersonal, organizational skills, an ability to work independently, and an ability to build partnerships with diverse stakeholders. Some travel in the region will be required.