

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Career Services Coordinator
DEPARTMENT:	Student Development and Services
CLASSIFICATION:	Full-Time Support Staff
WAGE GRADE:	WG 60
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	Manager, Student Learning and Transitions

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Student Learning and Transitions, the Career Services Coordinator is responsible for the assessment and exploration of student needs and experiences as it relates to employment and career preparation.

In collaboration with the entire university, Nipissing University Career Centre motivates students and alumni in the pursuit of their ambitions, through educating about career and life choices, providing resources, and creating awareness of opportunity.

The Career Services Coordinator is responsible for contributing to the development and implementation of career development programs for all students and alumni at Nipissing, both on the North Bay Campus and via distance. In addition, this position leads in the provision of group and individual services designed to guide students through all facets of career planning, employment preparation, and the transition to full-time employment and/or advanced levels of study. The Coordinator will work with students, staff, and faculty, student organizations and with other student service areas to develop and implement appropriate service levels. The Coordinator has regular reporting responsibilities to the Manager regarding the efficiency and effectiveness of the career counselling support through provision of services including but not limited to providing career counselling support services through tutorials, consultations, seminars, printed and electronic materials, presentations and job fairs. Programs are aimed at facilitating transition from degree to the world of work.

DUTIES & RESPONSIBILITIES:

Career and Employment

(75%)

- Advise and coach students, undergraduate and graduate, and alumni on the career planning process through individual counselling/coaching, drop-in sessions, workshops, resource development and other services
- Conduct tutorials with students to assist in locating, evaluating and interpreting information regarding specific careers
- Conduct tutorials with students looking for ways to improve their resume writing and job search skills
- Research, develop and plan career counselling workshops and seminars
- Deliver instructional workshops to help students enhance their career development skills
- Provide individual career counselling, which may include, but is not limited to
- Educate students and alumni on the career development process and provide support in making decisions about careers, further education and employment
- Assist students and alumni in acquiring relevant and current information about careers and the labour market and model techniques to aid clients in developing their work search knowledge, skills and strategies
- Administer and interpret career assessment instruments, as required

- Advise students with career exploration and employment preparation activities
- Meet individually with students for resume/cover letter critiques and interview preparation
- Orient and monitor students using Career Centre resources (computers, library)
- Refer students to appropriate print and online career development resources
- Develop and delivers workshops on career-related topics; develops career & employment resources (i.e. Tip Sheets)
- Liaise with Nipissing departments to develop targeted programming (i.e. in-class presentations)
- Lead the organization of on-campus career events
- Coordinate annual job fairs for potential graduates and local employers
- Research relevant career information to update resources and inform students
- In consultation with the Student Development and Services team, updates and organizes the career library and database
- Conduct consultations with students, upon request, to assess their values and personal preferences related to career development
- Offer occupational and aptitude tests
- Provide personality assessment opportunities to increase self-awareness, understanding of personal attributes and possible obstacles to career development
- Recommend an appropriate educational course of action to the student based on the results of the consultation and assessment procedures
- Commitment to continuous professional learning and development
- Perform other duties as required

Marketing

(15%)

- Develop and implement Career Centre marketing strategy; create promotional materials (i.e. Career Centre News)
- Represent Career Centre at internal and external events (i.e. Open House, New Student Orientation)
- Perform outreach to community groups and organizations to develop, enhance, and maintain networks to provide valuable career-related information and/or employment opportunities to current and graduated students of Nipissing University

Office Administration

(10%)

- Assist the supervisor with the recruitment of student staff. This includes reviewing résumés, arranging and conducting interviews, making job offers, and completing all necessary paperwork
- Provide direction to student staff and student volunteers
- Serve as front-line reception and telephone reception for Career Centre
- Respond to general enquiries and provide information to internal and external clients/customers
- Provide support to Career Centre staff. Support includes, but is not limited to, word processing, handling/sorting mail, faxing, email, preparing email distribution lists, data entry, ordering office supplies, and scheduling appointments
- Provide back-up for on-campus recruitment events and post job opportunities for students as needed
- Review statistics and surveys to assist with planning and assessment of services
- Maintain and compile statistics on Career Centre usage

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: University Degree (completion of a Career and Work Counsellor Diploma or career development courses considered an asset).

Training and/or experience may be substituted for formal academic training at the discretion of the University.

TRAINING, EXPERIENCE, KNOWLEDGE & SKILLS REQUIRED:

- Two years' experience in career and employment advising required; two years' experience in customer service and/or public relations or reasonable equivalent
- Two years of cumulative experience in conducting small group presentations, workshops and conducting research
- Proven ability to work in a multi-disciplinary team
- Knowledge of counselling and career development theory
- Experience leading, planning and facilitating groups
- Must have excellent individual counselling, communication and interpersonal skills
- Must have demonstrated presentation and facilitation skills and the ability to communicate with a diverse student population
- Well-developed computer skills in presentation software, word processing, audiovisual equipment
- Excellent knowledge of internet career resources, work search sites and assessment tools
- Ability to work independently and in a collaborative team environment
- Must have initiative, strong research, organizational and time management skills
- Extensive knowledge of labour market conditions and opportunities for work
- Ability to take initiative with regard to career and employment programming.
- Demonstrated ability to establish and maintain collaborative relationships
- Working knowledge of career assessment instruments such as but not limited to Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI). Certification would be an asset
- Knowledge of computer-assisted instruction software
- Familiarity with University academic regulations and procedures
- Advanced knowledge of grammar, mechanics and organization in academic writing
- Knowledge of the research process, research paper and documentation styles
- Teaching skills including knowledge of and facility with the various teaching and learning styles
- Excellent interpersonal and communications skills
- Tact, initiative and diplomacy
- Ability to maintain confidentiality
- Organizational skills

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Student Learning and Transitions

Internal: Faculty, staff and students

External Contacts:

- Community partners
- Prospective students
- Colleagues at other universities
- Educational publishers

MATERIALS UTILIZED:

- General office equipment
- Magnet

- Specialized computer programs/software

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Light and sedentary demands
- Sitting, standing and walking
- Some visual and mental concentration
- Shared interior office space

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and responsibilities are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date