

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Career Services Coordinator
DEPARTMENT:	Student Learning and Transitions
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 assessing and addressing student needs related to career planning and employment readiness. This role contributes to the development, implementation, and evaluation of career development programs and services for students and alumni, both on campus and through distance education. The Career Services Coordinator actively supports students in making connections between placement, practicum, and experiential learning opportunities offered within academic programs and their post-university career opportunities where appropriate.

Working collaboratively across the University, the Coordinator educates and empowers students and alumni by delivering career-related programming, facilitating career exploration opportunities and/or advanced levels of academic study, and building connections with employers and community organizations. Programs, initiatives, and supports are aimed at facilitating the transition from a degree to the world of work or advancing education.

DUTIES & RESPONSIBILITIES:

Career Development & Employment Support (75%)

- Advise and coach undergraduate and graduate students, as well as alumni on career planning, employment preparation, and transition strategies through individual advising appointments, drop-in sessions, workshops, and resources
- Conduct tutorials to assist students in locating, evaluating and interpreting career information
- Provide expert guidance on resume writing, job search strategies, and interview techniques
- Research, develop and deliver career planning and employment workshops, including those tailored for specific student groups
- Develop and deliver instructional workshops and tutorials to assist students in evaluating and interpreting career information
- Provide individual career coaching and advising, including career exploration, labour market research, and assessment interpretation to educate students on the career development process and furthering of education
- Administer and interpret career assessment tools to assist students in career decision-making
- Assist students and alumni in accessing, utilizing, and interpreting career resources, both print and digital
- Facilitate individual interview preparation appointments to provide constructive and positive feedback to students
- Develop and delivers workshops on career-related topics; develops career & employment resources (i.e. Tip Sheets)
- Liaise with Nipissing University departments to develop targeted programming, including but not limited to in-class presentations

- Manage and lead the organization of on-campus and virtual career events and resources including but not limited to employer networking sessions and job fairs
- Offer occupational and aptitude tests
- Recommend an appropriate educational course of action to the student based on the results of the consultation and assessment procedures
- Collaborate with faculty and university departments to integrate career development into academic and student life programming
- Collaborate in the management of the co-curricular transcript (Record of Student Development) by facilitating involvement opportunities, promoting engagement, and liaising with community partners to enhance student experiential learning
- Evaluate and assess the effectiveness of career services, providing reports and recommendations for program improvements
- Perform other duties as required

Marketing & Outreach

(15%)

- Develop and implement marketing strategies to enhance awareness and engagement with career development programs, resources, and services
- Represent career services at University wide events, including but not limited to Open House and Orientation programming
- Establish and maintain partnerships with community organizations and employers to enhance career opportunities for students and alumni

Office Support

(10%)

- Assist the supervisor with the recruitment, hiring, and training of student staff and volunteers
- Oversee, assess, and evaluate the needs and daily operations of career services to ensure effective service delivery
- Respond to general enquiries and provide information to internal and external partners
- Support employer outreach and on-campus recruitment initiatives
- Maintain accurate records, analyze and interpret service usage data, and contribute to strategic planning

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 counselling, employment coaching, or student development
- Strong decision-making, and problem-solving skills
- Excellent communication, collaboration, and relationship-building abilities
- Proficiency in data analysis, program evaluation, and report writing
- Experience leading, planning and facilitating groups
- Ability to work independently and in a collaborative multi-disciplinary team environment
- Extensive knowledge of labour market conditions and opportunities for work
- Working knowledge of career assessment tools

- 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
- 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

Approvals

Supervisor

Date

Human Resources

Date