

Job Description Posting

(For Positions in CAW Local 555, Unit 1)

JD/TJD#:

JD00147

Pay Grade:

9

Title:

Career Development & Relationship Manager

**Unit/Project
Description:**

*For
Department
use only*

The Centre for Business Career Development in the DeGroot School of Business delivers innovative excellence in three key areas: Career Development / Strategic Employer Partnerships / Experiential Learning, supporting more than 2400 Commerce and over 300 MBA students each year.

**Job
Summary:**

The Career Development & Relationship Manager is responsible for planning, organizing and coordinating career development placements as well as promoting student development, success and retention.

**Purpose &
Key Functions**

- Identify, develop, and cultivate strategic employer relationships in the business community.
- Assess suitability and make decisions on admittance to the program.
- Interview employer partners to identify recruitment needs.
- Provide individual coaching services and guidance in developing self-marketing and branding tools including, but not limited to, job search strategies, resume critiques, preparation of cover letters and personal statements, interview skills, networking, portfolio development, and negotiation skills.
- Conduct mock interviews, and provide constructive feedback.
- Conduct post-work placement interviews.
- Write career and skill development materials, and design interview tools.
- Write a variety of documents including, but not limited to, reference letters, correspondence and workshop plans.
- Create, implement and maintain policies and procedures related to the program and career services offered.
- Facilitate or lead career development workshops.
- Coordinate and accompany students on site visits and discuss work objectives.
- Create promotional materials to market program.
- Plan and coordinate costs, logistics and resources, including catering and audio visual equipment, for career events, information sessions, workshops and speaker presentations.

Job Description Posting

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Purpose & Key Functions

- Calculate travel expenses.
- Gather, compile, and analyze information identifying labour market data, trends, and job opportunities.
- Act as a liaison between faculty, staff and students to ensure the timely communication of information and adherence to policies and procedures.
- Assemble and distribute materials and packages.

Requirements:

Bachelor's degree in a related field.
Requires 4 years of relevant experience.

Assets:

*For Department use
only*

- Strong knowledge and/or experience in one or more industry is required.
- Experience in an educational environment (co-operative education preferred) or executive recruitment.
- Solid experience in business marketing along with proven coaching and facilitation skills is necessary.
- Excellent written and oral skills are essential.
- Multi-tasking in a fast-paced environment, effectively prioritizing activities and managing stress with a high degree of maturity and professionalism are critical.
- Computer literacy is non-negotiable with particular emphasis on PowerPoint, Excel and Word.
- Previous experience in managing projects, teaching workshops and public speaking are all vital to the success of this position.
- This role will work from both sites each week (ie. 3 days/Hamilton and 2 days/Burlington). Extensive travel (may include overnight trips) during peak times of the year and activities outside of normal business hours are expected.
- The successful applicant must have a valid driver's license.