



Class No.:	
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Pay Group:	24

CLASSIFICATION

EMPLOYER ENGAGEMENT AND EXPERIENTIAL LEARNING FACILITATOR

NATURE AND SCOPE OF WORK:

This is varied career development, employer relations and experiential learning work. The incumbent will support employer relations and experiential learning and education initiatives by creating programming and developing relationships with employers. Duties include identifying career and experiential learning and education opportunities; acting as a referral source for faculty members and employers for experiential education and learning initiatives; promoting students and alumni for those opportunities through events, activities and materials; developing and maintaining relationships with staff, faculty, employers, students and alumni; assisting students with creating a career plan and other career search related skills; maintaining a library of industry information and materials; and consulting faculty members concerning Work Integrated Learning (WIL). An incumbent reports to the Manager, Career Development Centre.

ILLUSTRATIVE EXAMPLE OF DUTIES:

- Proactively develop and implement strategies designed to increase employment and experiential opportunities for students and alumni in consultation with the Manager.
- Develops and maintains relationships and regular communications with employers to ensure repeat recruiting visits designed to provide practicum, internship, service learning and other experiential and WIL opportunities for students and alumni.
- Establishes an effective experiential learning referral process to centralize resources and streamline communications between employers and the campus community to better manage relationships by eliminating confusion, improving the employer experience, avoiding loss of opportunities and developing a more coordinated and consistent effort to manage relationships in consultation with the Manager.
- Develops relationships with employers soliciting their involvement in experiential programs to create opportunities for students and alumni.
- Engages in community outreach to develop and maintain employer relationships to expand the range of employer recruiting activities. Actively pursues university relations/recruiter contacts as well as other similar contact sources for students and alumni.

- Attends networking events and initiates meetings with prospective employers to generate experiential learning and employment opportunities for students and alumni.
- Represents the university at various events held on and off campus to educate prospective and current students about experiential learning and education opportunities.
- Networks with chambers of commerce, professional associations, employers and non-profits for recruiting and engagement purposes.
- Identify employer needs and recommend recruiting options, strategies, and sponsorship opportunities.
- Creates and maintains processes and methods to present students and alumni to employers.
- Works with employers to develop marketing strategies for enhancement of employer presence on campus, which includes, but not limited to: campus recruitment, job postings, internships, career fairs, and class/organization presentations.
- Provides consultation to faculty members and service areas to develop strategies and ideas to offer experiential education and learning to students.
- Creates, implements organizes and facilitates new and existing employer engagement and experiential learning initiatives and programming (examples include hiring/career fairs, employer information sessions, office tours, mentorship program, job shadowing program, CapU Launch, Link Up, employer/alumni panels, Industry Day, dining etiquette sessions, Ignite Your Future, Career Insider Live, Organizational Spotlight) to provide students with opportunities to develop their career, skills and/or secure employment.
- Under the guidance of the Manager, develops and oversees processes for the CDC's experiential learning initiatives and programming such as advertising; applicant recruitment and selection; progress tracking; and data capture to continuously evaluate and improve programs.
- Conducts workshops on experiential opportunities to students and collects workshops evaluation from attendees.
- Meets with students to develop a career plan, skills development roadmap or assist with other career development skills.
- Answers questions and helps students find resource materials.
- Develops and maintains employer database and related statistics.
- Collects evaluations and feedback from students, faculty and employers.
- Monitors quality of opportunities and conduct site visits when applicable.
- Coordinates special events/projects connecting students, alumni and employers.
- Selects, trains and supervises student employees.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of the local business community, market and salary trends, career opportunities and hiring practices.
- Thorough knowledge of career development strategies and practices.
- Thorough knowledge of experiential learning and experiential education.
- Thorough knowledge of University programs.

- Thorough knowledge of business English, spelling and arithmetic.
- Considerable knowledge of word processing, database, web posting and spreadsheet applications.
- Working knowledge of e-mail and internet use.
- Working knowledge of modern office practices and procedures.
- Ability to represent the University in the local business community and to promote University programs, alumni and students.
- Ability to interview students and employers.
- Ability to create and maintain professional networks.
- Ability to present and speak in public effectively.
- Ability to assist students with skills development and career development skills.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, students, community and business groups and the general public.
- Ability to represent the University in a professional manner.
- Ability to maintain confidentiality and to exercise tact, diplomacy and sensitivity when dealing with students, employers, other employees, business groups and the general public.
- Ability to problem solve, organize, prioritize, and meet deadlines in a fast-paced ever changing environment.
- Ability to adapt to changing situations with ease.
- Ability to assist in assembling and organizing information obtained from a variety of sources.
- Ability to act with independence of judgement and a minimum of supervision.
- Ability to work occasional evenings and weekends and attend events and/or meetings off-campus.

REQUIRED TRAINING AND EXPERIENCE:

- Bachelor's degree in business, communications, or a related field.
- Three years of experience in career development or human resources, experience must include advising students on career planning, building and maintain relationships with employers and familiarity with experiential education in a post-secondary environment.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:

- Valid Class 5 B.C. Driver's Licence