

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00147	Pay Grade:	9
JD Title:	Career Development and Relationship Manager	JD FTE Hours:	35
Job Family:	Program		

General Description

Responsible for planning, organizing and coordinating career development placements. Promotes student development, success and retention, and encourages career achievement by conducting interviews with students dealing with career choice, educational direction and goal progress.

Representative Duties & Responsibilities

- Identify, develop, and cultivate strategic employer relationships in the business community.
- Interview students to assess suitability and make decisions on admittance to the program.
- Interview employer partners to understand 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 by creating specific questions that are relevant to the field of employment students are pursuing, and then provide constructive feedback to students.
- Conduct post-work placement interviews with students to discuss experiences and future goals.
- 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 to potential applicants, visitors, and representatives from other institutions at fairs and open house events.
- Plan and coordinate costs, logistics and resources, including catering and audio visual equipment, for career events, information sessions, workshops and speaker presentations.
- Calculate travel expenses for attendance at site visits, seminars, conferences and professional development.
- Track attendance of students using services and compare statistics from previous years.
- Gather, compile, and analyze information identifying labour market data, trends, and job opportunities.
- Review current labour markets and research current trends within professional careers and employment requirements including skill level and comparable salaries offered.
- Request participation and invite employers to post-employment opportunities within the department.
- Act as a liaison between faculty, staff and students to ensure the timely communication of information and adherence to policies and procedures.
- Participate in meetings with students to discuss and provide guidance regarding individual career options.
- Assemble and distribute materials and packages.
- Understand and stay current on employment legislation and government mandates.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensures adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

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

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process a variety of documents such as letters and workshop materials.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Standing during information sessions or when facilitating workshops.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and word processing documents such as correspondence and reference letters.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
 - Participating in meetings with students.
 - Creating promotional materials.
 - Conducting interviews with students and assessing suitability for the program.
 - Coordinating special events and information sessions.
 - Probing for information from employers to understand recruitment needs.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Facilitating career development workshops.
 - Creating policies and procedures for the program and career services.
 - Writing career and skills development materials.
 - Designing interview tools.

Working Conditions

Physical Environment:

- Occasionally required to wear protective equipment when conducting employer site visits.
- Occasionally exposed to dust, dirt, grease or oil when conducting employer site visits.
- Occasionally exposed to odours when conducting employer site visits.

Psychological Environment:

- Frequently deals with competing requests from multiple sources.
- Occasionally interacts with individuals who may be rude or upset.

Health & Safety:

- Travels extensively for site visits and career events during concentrated periods of the year.

Job Description Rating Sheet

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JD #:	JD00147	Pay Grade:	9
JD Title:	Career Development & Relationship Manager	Total Points:	584
Job Family:	Program		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	3.5	55
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.5	11