

## 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 #:	<b>JD00490</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Relationship Manager</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Program</b>		

### General Description

Responsible for identifying, developing and cultivating employer relationships in the business community to present employment opportunities for undergraduate students. Develops and delivers career development services for undergraduate students including workshop design and facilitation, one-on-one coaching, and employer related events and activities. Participates in the design and delivery of the all aspects of the internship program for undergraduate students including workshops, coaching, site visits and resource materials.

### Representative Duties & Responsibilities

- Probes for information from employer partners to understand recruitment needs and develops employer relationships to understand current and potential resourcing needs of organizations.
- Presents and markets programs to industry partners and encourages them to provide employment opportunities to undergraduate students.
- Cultivates and maintains relationships with alumni to gain insight into their careers and determine whether partnership opportunities exist from a recruitment or student development perspective.
- Develops and delivers a career development course for undergraduate students wishing to pursue an internship.
- Critiques student resumes, cover letters and conducts mock interviews for undergraduate students.
- Conducts end of term and back to campus meetings for exiting and returning undergraduate internship students.
- Coaches and advises students on career development skills and processes such as resume writing, interviewing skills, networking and negotiating employment offers.
- Advises international and visa students on skills of the career development process including differences between the international and Canadian labour market, business etiquette and cultural nuances.
- Creates and updates resource materials to complement the workshops and development programs offered to students.
- Schedules and conducts internship site visits with students who are on work placements.
- Analyzes market research trends to validate that the programs and products being offered are meeting the changing trends in the business community.
- Attends employer events and activities such as employer information sessions, panel discussions and student club functions.
- Assesses and offers recommendations for student club events.

### Supervision

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

### Qualifications

- Bachelor's degree in Business Administration or related field.
- Requires a minimum of 3 years of relevant experience.
- Valid driver's license required.

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## Effort

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### 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 documents, entering data into database and entering financial information into spreadsheets.
- A typical work day occasionally requires moderate physical effort for activities such as:
  - Standing at various events and presentations.
- 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, word processing routine documents such as correspondence and forms and inputting data into a database.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Developing employer relationships to understand current and potential resourcing needs of organizations.
  - Conducting end of term and back to campus meetings for exiting and returning undergraduate internship students.
  - Creates and updates resource materials to complement the workshops and development programs offered to students.
- A typical work day consists of up to 3 hours of high mental effort for activities such as:
  - Creating and delivering career development programs for undergraduate students.
  - Coaching and advising students on career development skills and processes such as resume writing, interviewing skills, networking and negotiating employment offers.
  - Analyzing market research trends to validate that the programs and products being offered are meeting the changing trends in the business community.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### Health & Safety:

- Drives extensively for a period of time during the year while conducting internship site visits.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00490</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Relationship Manager</b>	Total Points:	<b>506</b>
Job Family:	<b>Program</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>2.5</b>	37
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.5</b>	11