

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 #:	JD00668	Pay Grade:	10
JD Title:	Career Development and Relationship Manager (II)	JD FTE Hours:	35
Job Family:	Program		

General Description

Responsible for planning, organizing and coordinating career development activities and work term, internship, and summer employment opportunities. Promotes student development, success and retention, and encourages career achievement by conducting coaching sessions with students dealing with career choice, educational direction and goal progress. Facilitates the admissions interview process for incoming students and makes the final recommendation for admission into the program. Responsible for supervising temporary and casual employees.

Representative Duties & Responsibilities

- Interview prospective students to assess their suitability and make decisions on admission into the co-operative education program.
- Recruit, train, and manage work study students to ensure that performance expectations are met.
- Write articles for publication in professional trade magazines and marketing materials.
- Negotiate and secure contracts with external vendors for workshops, training, and other activities.
- Complete comprehensive analyses of employment statistics for use in various marketing materials and publications.
- Coordinate and conduct on-site visits with students to discuss work objectives and meet with employers to ensure performance expectations are met, and when required, terminate the employment relationship on behalf of the employer.
- Identify, develop, and cultivate strategic employer relationships in the business community at the municipal, national, and international level.
- Interview employer partners to understand recruitment needs, and employment and career trends.
- 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 career path and field of employment students are pursuing, and provide constructive feedback to students.
- Conduct post-work interviews with students to discuss experiences and future goals.
- Write a variety of documents including, but not limited to, career and skill development materials, interview tools, correspondence, and workshop plans.
- Create promotional materials to market the program.
- Create, implement and maintain policies and procedures related to the program and career services offered.
- Facilitate career development workshops and courses preparing students for experiential learning programs including internship and co-operative work terms.
- Plan and coordinate a variety of workshops, seminars and events.
- Gather and review current labour market information and research current trends within professional careers and employment requirements including skill level and comparable salaries offered.
- Invite employers and career experts to post-employment and career networking events.
- 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.
- Remain current with employment legislation and government mandates.

Supervision

- Ongoing responsibility for hiring and supervising up to 9 casual employees at any one time.

Qualifications

- Bachelor's degree in a relevant field of study.
- 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 documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- 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 files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
 - Completing comprehensive analyses of employment statistics for use in various marketing materials and publications.
 - Coordinating and conducting on-site visits with students to discuss work objectives and meet with employers.
 - Conducting post-work interviews with students to discuss experiences and future goals.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Interviewing prospective students to assess their suitability and making decisions on admission into the co-operative education program.
 - Providing individual coaching services and guidance in developing self-marketing and branding tools.
 - Cultivating strategic employer relationships in the business community at the municipal, national, and international level.
 - Facilitating career development workshops and courses preparing students for experiential learning programs including internship and co-operative work terms.

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 unpleasant odours when conducting employer site visits.

Psychological Environment:

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

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 #:	JD00668	Pay Grade:	10
JD Title:	Career Development and Relationship Manager (II)	Total Points:	606
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	3.0	55
	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