**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Career Resources Advisor

**Job Number:** A-155

**NOC:** 4033

**Band:** 6

**Department:** Coop, Careers, and Experiential Learning

**Supervisor Title:** Manager, Experiential & Co-operative Education

**Last Reviewed:**  March 26, 2013

**Key Activities**

Career and Employment:

1. Advises students with career exploration and employment preparation activities
2. Meets individually with students for resume/cover letter critiques and interview preparation.
3. Orients and monitors students using Office of Student Transitions and Careers resources (computers, library).
4. Refers students to appropriate print and on-line career development resources.
5. Develops and delivers workshops on career-related topics; develops career & employment resources (i.e. Tip Sheets)
6. Liaises with Trent departments to develop targeted programming (i.e. in-class presentations)
7. Assists in the organization of on-campus career events.
8. Researches relevant career information for the purpose of updating resources and informing students.
9. In consultation with the team, updates and organizes the career library and database.
10. Commitment to continuous professional learning and development.
11. Performs other duties as required

Marketing:

1. Develops and implements Career Centre marketing strategy; creates promotional materials (i.e. Career Centre News).
2. Represents Career Centre at internal and external events (i.e. Open House, New Student Advising)

Office Administration:

1. With the Director, is responsible for hiring student staff. This includes reviewing résumés, arranging and conducting interviews, making job offers, and completing all necessary paperwork
2. Provides direction and training to student staff and student volunteers.
3. Serves as front-line reception and telephone reception for Career Centre.
4. Responds to general enquires and provides information to internal and external clients/customers.
5. Provides support to Career Centre staff. Support includes, but is not limited to, word processing, handling/sorting mail, faxing, email, preparing email distribution lists, data entry, ordering office supplies, scheduling appointments.
6. Co-ordinates SEP funding applications and allocation and reconciliation of funds for Trent faculty and staff
7. Provides back-up for on-campus recruitment events and posting job opportunities for students as needed.
8. Reviews statistics and surveys to assist with planning and assessment of services.
9. Maintains and compiles statistics on Career Centre usage.

**Education**

General University Degree (3 year) required; completion of a Career and Work Counsellor Diploma or career development courses an asset.

**Experience Required**

Two years’ experience in career and employment advising required; two years’ experience in customer service and/or public relations or reasonable equivalent.

* Must possess a diversity of interpersonal skills to deal with the wide range of student perspectives.
* Knowledge of career and employment resources, print and on-line.
* Proven facilitation and public speaking skills.
* Excellent marketing and promotion abilities**.**
* Demonstrated ability to work as part of a small team.
* Strong organizational and professional communication skills.
* Proficient in the use of computer applications such as intermediate level MS Office (Word, Excel, Access, PowerPoint), Internet, Email.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Ability to maintain confidentiality.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

**Direct Responsibility**

Students