#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Career Resources Advisor

**Job Number:** A-155 | VIP: 1287

**Band:** OPSEU- 6 (Subject to review)

**NOC:** 4033

**Department:** Co-op, Careers and Experiential Learning

**Supervisor Title:**  AVP CCEL & International

**Last Reviewed:** August 5, 2021

#### Key Activities:

##### Career & Employment Preparation

1. Advises students with career exploration and employment preparation activities, focusing on summer, part-time and post graduation employment.
2. Meets with students (individual/groups) for resume/cover letter/LinkedIn critiques and interview preparation.
3. Provides help and advice in a range of ways, including face-to-face meetings such as drop-in clinics, career conversations, and guidance interviewsin-person, or remotely.
4. Manages the Trent Job Board. This includes marketing and communicating with prospective employers, updating and maintaining the Board, and referring job postings to prospective departments and students.
5. Identify and arrange for employers to recruit graduating students.
6. Works with EL team to plan and execute all events run through Co-op, Careers & Experiential Learning, including, but not limited to: the Career & Experience Expo, Graduate and Professional School Expo, Volunteer Fair, Celebration of Research and Community Appreciation events,
7. Maintains a list of current and appropriate on-line career development resources for referral to students
8. Develops and delivers workshops on career-related topics; develops career & employment resources (i.e. Tip Sheets, Degree Sheets, Instructional videos).
9. Maintains third-party resources on the Careerspace website (e.g. TypeFocus, Career Cruising, My World Abroad).
10. Liaises with Trent departments, faculty, student groups to develop and deliver targeted career programming (i.e. in-class presentations).
11. Assists in the organization of on-campus career events.
12. Researches relevant career information for the purpose of updating resources and informing students.

**Administrative & Project Work**

1. Responsible for hiring and supervising 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. Supervises the student staff that serve as front-line reception and telephone reception for Careerspace and TCRC.
4. Responds to general enquires and provides information to internal and external clients/customers.
5. Co-ordinates the CBC Radio Peter Gzowski Internship Program, including the delegation of marketing to students and coordinating the process for collecting and sending applications to the committee.
6. Reviews statistics and surveys to assist with planning and assessment of services.
7. Maintains and compiles statistics on attendance/participation for Careerspace appointments, workshops and walk-ins.

**Other Duties**

1. Coordinates and provides administrative support to special projects as required.
2. Provides support and backup to Co-op, Careers & Experiential Learning team members including triaging and responding to all types of inquiries and working at the reception desk when necessary.
3. Assists with institutional recruitment and retention efforts by participating in internal and external events (such as open house, tours plus, OUF etc).
4. Flexible work schedule, including evenings and weekends.
5. Other duties as assigned.

#### Education Required:

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

#### Experience/Qualifications 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), Drupal, Orbis, Internet, Email.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Ability to maintain confidentiality.

#### Supervision:

* Supervise and direct the activities of student employees