**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Career and Academic Strategist

**Job Number:** A-293

**NOC:** 1221

**Band:** 9

**Department:** Student Affairs

**Supervisor Title:** Manager, Student Affairs

**Last Reviewed:** June 18, 2015

**Job Purpose**

Reporting to the Manager, Student Affairs – Durham campus, and working closely with the Director, Career Services and Transitions.

**Key Activities**

**Academic Support**

1. Advising both new (including university and college transfer) and existing students on appropriate programs, courses, and majors based on criteria including, but not limited to: degree requirements and Durham campus program choices/schedules, and the student’s interests, previous educational experience (articulations, transfer credits), current academic standing, finances and employment needs. Advising may be accomplished through student appointments, group sessions, seminars, collaboration with other services, video conferencing, and online web-based communication.
2. Assisting students in their understanding of academic regulations, policies and requirements.
3. Maintaining a tracking system for individual student development, academic progress and advice provided.
4. Consulting with department chairs and faculty as required.

**Campus-Wide Student Transition Support**

1. Working closely with student leaders, staff and faculty to ensure, at strategic points during and upon degree completion, a seamless academic transition.
2. Liaising with departments and programs to assist students transitioning into further education at Trent University such as graduate and post-graduate studies.
3. Developing and delivering career and further education related student workshops, information sessions and events based on students’ needs.
4. Attending and participating in Durham campus open house events and other recruitment strategies.

**Career and Employment**

1. Promoting Career Services to all Durham campus students.
2. Advising students with career exploration and employment preparation activities.
3. Meeting individually with students for resume/cover letter critiques and interview preparation.
4. Liaising with Trent departments to develop targeted programming (i.e. in-class presentations).
5. Researching relevant career information for the purpose of updating resources and informing students, including departmental experiential programs.
6. Making appropriate referrals as needed.

**Employer Relationship Management & Event Management**

1. Promoting Trent University, students, and academic programs to employment recruiters through the creation/maintenance/distribution of promotional and informational materials, print and online.
2. Developing internal relationships with Trent faculty and staff for the purpose of partnerships and the circulation of relevant recruitment information.
3. Attending relevant employer and organization meetings and leverage association and membership connections.
4. Maintaining a database on recruiter contacts.
5. Co-ordinating, administering, and implementing career and further-education related events, alumni panels, employer information and table sessions, and networking functions.
6. Working closely with Trent University, UOIT, and Durham College Career Services as well as academic departments to develop partnerships for events and initiatives. Responsibilities may include playing a lead role in collaborative events, event registration and marketing to prospective attendees, logistics, budget, assessment and final reporting.

**General**

1. Liaising closely with the Academic Advisors, the Career Centre, faculty, staff, and other stakeholders at Trent University.
2. Maintaining professional development through membership and active participation in relevant organizations.
3. Sitting on relevant committees and runs relevant special projects upon request.

**Education**

* Graduate degree specializing in higher education administration, career and/or academic advising, student affairs/services, or related field.

**Experience Required**

1. A minimum of three years career and/or academic advising experience in a post-secondary setting.
2. Demonstrated understanding of post-secondary structures, academic policies, procedures and regulations, and student needs and supports.
3. Demonstrated event planning skills.
4. Demonstrated communication and interpersonal skills in individual and group settings; active listening skills; teaching/presentation skills; strong writing skills are all required.
5. Demonstrated ability to work effectively with a diverse student body in a cross-cultural environment.
6. Knowledge of labour market trends, job search techniques and employability skills an asset.
7. Knowledge of career and employment resources, print and online an asset.
8. Demonstrated ability to work independently in a multi-tasking environment that requires a high level of adaptability, combined with excellent teamwork.
9. High level of organizational skills.
10. Strong computer skills including familiarity with Microsoft Office suite and student databases.
11. Willingness and ability to periodically work flexible hours.