OPSEU Job Description

Job Title: **Employer Relations Assistant**Job Number: **A-342**  
NOC: **1241**  
Band: **4**  
Department: **Coop, Careers and Experiential Learning**Supervisor Title: **Manager, Experiential and Co-operative Education**   
Last Reviewed: **December 4, 2017**

## Job Purpose

Supporting the Coordinator, Employer Relations, the Employer Relations Assistant will assist with employer and educational recruiter relationship development for the Peterborough campus. This includes playing a support systems and technical role in overseeing the Student Experience Portal. This portal is used for relationship management, event management, e-commerce, jobs postings, co-curricular record, and online appointment booking.

## Key Activities

### Event Management

1. Assists in coordinating and administering career-related events and programming, including Alumni panels, employer information sessions, and on-campus recruitment.
2. Maintains a schedule of events and liaise closely with the colleges, academic departments, and student groups to develop partnerships for events and initiatives.
3. Plays a supporting role in planning and executing collaborative events, event registration, marketing to prospective attendees, and logistics.

### Student Experience Portal Administration

1. Assists with day-to-day portal administration. This includes approving employer accounts, posting jobs, volunteer, and experiential learning opportunities.
2. Assists with managing and tracking all interactions and activities on the Student Experience Portal. This includes, but not limited to, maintaining a database on recruiter contacts, employer-student interactions, and compiling statistics and reports on Career Centre usage.
3. Provides support to the Coordinator, Employer Relations in development resources and training material for staff and students in the use of the system.

### Relationship Management

1. Provides assistance to the Coordinator, Employer Relations in employer and educational recruitment activity for students.
2. Provides administrative support in preparation of a marketing strategy to build an employer partner database that promotes a range of work-integrated learning experiences for students within the Trent Peterborough community.
3. Assists in the creation, maintenance, and distribution of promotional and informational materials, print and online.
4. Provides assistance in development of employer outreach strategy with a focus on increasing on-campus recruitment opportunities (e.g. employer, educational, volunteer).

### General Administration

* Assist in responding to employer and educational recruiter inquiries – phone, email, walk-ins.
* Assist when necessary with website update and maintenance.
* Provide administrative support as needed on the Student Experience Portal.

## Education

College Diploma (2 year) required

## Experience Required

* One-year experience in public relations/promotions preferred including one-year experience in event management preferred.
* Excellent written and verbal communication skills.
* Exceptional organizational and time management skills; able to handle multiple priority tasks and deadlines simultaneously.
* Accurate data entry capability and demonstrated technical skills with portal and website administration. Drupal experience preferred.
* Knowledge of career and employment resources, print and online is considered an asset.
* Knowledge and experience with computers and software, such as MS Office (Word, Excel, Access), and Social Media sites.