#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Program Employer Liaison

**Job Number:** A-489 | VIP: 1955

**Band:** OPSEU-8

**Department:** Master of Management Program

**Supervisor Title:** Director, Master of Management Program

**Last Reviewed:**  November 14, 2023

#### **Job Purpose:**

Reporting to the Director, Master of Management Graduate Program, the Master of Management Program Employer Liaison will predominantly be responsible for sourcing and maintaining Integrated Workplace Learning Projects – primarily internships/placements and consultancy projects – in support of the Program.

The Master of Management Program Employer Liaison will be responsible for organizing and executing the Workplace Learning Projects placement process. The incumbent will initiate and maintain outreach to potential employers – including those in the First Nations and the private and public sectors, across the GTA, nationally, and internationally – for workplace learning opportunities.

The incumbent will be responsible for creating Workplace Learning Project forms and documentation, communicating with employers and community partners, and supporting employers with navigating their roles in the Workplace Learning Project process. It is expected that the incumbent provide timely service, maintain confidentiality, and use diplomacy and tact with respect to internal and external relations.

#### Key Activities:

##### Employer Outreach & Communication for Integrated Workplace Learning Projects

1. Actively search for prospective Integrated Workplace Learning Project opportunities and engage in employer outreach for the Master of Management Graduate Program.
2. Outreach to employers – Locally, across the GTA, nationally, and internationally – with information regarding Trent’s Master of Management Program and the benefits of hosting a student in a Workplace Learning Project.
3. Host Workplace Learning Project employer information sessions and present the Master of Management Program to businesses and community groups.
4. Act as a first point of contact for potential Workplace Learning Project hosts and engage in one-on-one in-person and virtual meetings to communicate details, provide information, and answer questions regarding Workplace Learning Projects.
5. Maintain employer information and log phone calls, e-mails, and general notes on the Experiential Learning System (ELS).

##### Workplace Learning Projects on the Student Experiential Portal (Orbis)

1. Support employers with setting up their employer accounts on the Student Experience Portal (SEP).
2. Provide details on how to utilize the SEP to post Workplace Learning Project opportunities, invite candidates for interviews, and complete student evaluations.
3. Help employers to post their Project opportunities on the SEP and support with any technical issues that may arise.
4. Work with employers to compile the necessary risk management information and Workplace Learning Project contracts and upload on to the SEP.
5. Post, update, and ensure accuracy of Workplace Learning Project postings as submitted by host organizations.
6. Liaise with Careerspace staff managing the Student & Alumni Job Board on the SEP to identify employers that have posted to the Student & Alumni Job Board and that are potential Workplace Learning Project hosts.
7. Maintain and update the text guides and training videos for both Workplace Learning Project students and hosts on how to navigate the relevant module on the SEP.

##### General Support for Workplace Learning Projects

1. Support the management of the Workplace Learning Project email and respond to all related inquiries from current and prospective students, and from current and potential Project hosts in a timely manner.
2. Develop and deliver information sessions for Master of Management students and training sessions for the relevant module on the Student Experience Portal, and coordinate the necessary room bookings.
3. Articulate the value that Master of Management students bring to the workplace to internal departments, external employers, and community members in a positive, clear, and informed manner.
4. Support the Director, Master of Management program with Workplace Learning Project-related management and coordination.
5. Attend and participate in on-campus fairs, events, and other recruitment activities as a member of the Master of Management program.

#### Education Required:

* Honours Bachelor’s Degree (4 year) in Business.
* Masters Degree in Business or related field preferred.

#### Experience/Qualifications Required:

* Minimum two years of experience in community engagement, job developing, employer outreach, and/or recruiting within a diverse community.
* Extensive knowledge of, and ability to collaborate and liaise with, local First Nations and Indigenous community organizations.
* Excellent cross-cultural communication skills (verbal and written); superior ability to communicate information in a clear, consistent, and courteous manner with a wide range of stakeholders, including potential employers, faculty, staff and students.
* A strong understanding of Indigenous knowledge systems and First Nations community relationship building practices and protocols.
* Experience with developing and maintaining a database and ongoing database management (Orbis).
* Experience with job developing, employer outreach, and/or recruiting.
* Excellent and demonstrated marketing skills.
* Must be able to maintain confidentiality of sensitive information.
* Proficiency in the use of Microsoft Office.
* Strong organization, interpersonal, and time management skills; ability to prioritize work tasks.
* Accuracy and attention to detail in collecting information and preparing documents and reports.
* Ability to work in an environment where diversity of people and situations are encountered.
* Demonstrated ability to work as part of a small team and collaborate with community and university partners.
* Self-starter with ability to work independently.

#### Supervision:

* No formal supervision of others is required.