

Graduate Programs Career Consultant (2 vacant positions)

Location: Dean's Office, Management
Full Time: Yes
Posting End Date: August 8, 2021

Expected Start Date: September 7, 2021
Permanent: Yes

Job Description:

Graduate Programs Career Consultant - Administrative Assistant 2 (AESES)
Existing Budget - Funded Continuing Full-Time
35.00 hours/week; Monday to Friday; 8:30am - 4:30pm
Salary Range: \$27.10 - \$35.42 per hour (\$49,322.00 - \$64,464.40 per annum)
Proposed Start Date: September 7, 2021
Trial/Probation Period: 840.00 work hours

For more information, please contact:

Rosario Mejicanos

Rosario.Mejicanos@umanitoba.ca

Position Responsibilities:

- This role is responsible for creating a competitive advantage for Asper MBA/MFIN/MSCM students and alumni in the business community through a comprehensive and customized coaching and development process.
- Identify, create, and deliver innovative, leading-edge career development programs and professional events for MBA, MFIN and MSCM student audiences.
- Lead the preparedness of students in the graduate co-op programs for successful placement with co-op employers.
- Participate in MBA, MFIN and MSCM orientations to educate students of available CDC services, increasing the level of engagement in the first semester on campus.
- Enhance the student learning process by taking the role of coach and mentor.
- Coach and advise domestic, international students and alumni on key skills of the career development process, including resume and cover letter review, job search and career strategies, and salary negotiations.
- Deliver constructive feedback to students concerning performance during individual meetings, seminars, and program participation.
- Coach and advise students with interpreting and negotiating job offers for employment opportunities.
- Conduct ongoing, year-round review/critique of student resumes and cover letters for students and alumni seeking career and mentor opportunities.
- Design and update resource materials that complement support offered to students.
- Collaborate with CDC team to plan and host career-related events that facilitate networking between students and alumni with the business community.
- Partner with CDC Director and Asper Marketing team to create, design and distribute marketing materials and assist with business development and promotions strategies.

- Assist with managing the MBA, MFIN and MSCM Mentor Programs.
- Develop sustainable employer relationships at both recruitment manager and senior management levels.
- Work collaboratively with Business Development Specialist/CDC Director to assist in identifying new employer partners.
- Provide consultative recommendations to core recruiting clients.
- Identify and implement process improvements, new activities as suggested from employers or students, to continuously improve client service standards.

Position Qualifications:

MINIMUM FORMAL EDUCATION/TRAINING:

- Undergraduate degree required, preferably in Business, Human Resource Management or Marketing.
- MBA or related master's degree preferred.

EXPERIENCE:

- Two years of directly related experience required.
- Previous experience in career counselling, event planning and project management required.
- Experience in recruitment, marketing, business development, and human resources an asset.
- Proven experience in the delivery of individual career planning and development required.
- Experience developing strategic initiatives, program processes and requirements required.
- Experience with co-op, internships or mentor programs strongly preferred.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS & ABILITIES:

- Experience working with newcomers to Canada through the recruitment process is highly desirable.
- Familiarity with international student counselling and work permit legislation, and demonstrated ability to deal sensitively with cross-cultural issues is required.
- Proven ability to acquire and maintain strong business relationships within diverse sectors at the mid to senior level of organizations required.
- Established networks within the private and public sector would be preferred.
- Strong understanding of the Manitoban and Canadian labour markets an asset.
- Proficient in curriculum development and facilitation of seminars required.
- Demonstrated technical proficiency with Microsoft Office Suite, PowerPoint, Adobe, and ability to maintain a website required.
- Familiarity with social media applications in relation to marketing programs and networking/business development is required.
- Ability to conduct research on the internet required.
- Strong networking, marketing and business development skills required; able to professionally represent the graduate programs /CDC of the Asper School of Business.

- Excellent administrative and organizational skills required; able to meet deadlines and deal positively with changing priorities and stressful situations.
- Exceptional communication skills required; verbal, written and demonstrated public speaking skills.
- Must be self-confident and proactive; able to cold call employers, present information promoting the graduate programs and the services of the CDC to large audiences at diverse levels: information sessions, students, industry, and government representatives.
- Must be self-motivated and goal-oriented; works well with little supervision.
- Sound decision making and problem resolution and negotiation skills required, with a customer service focus.
- Must be willing and able to travel; locally, provincially, and occasionally, nationally.
- Must be willing to work occasional evenings and weekends
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Additional Information :

2 vacant positions (30841)

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

To apply:

Apply via [Careers at UM](#).

