



Posting: September 26, 2023

Closing Date: October 9, 2023

Career Transition Coordinator

Diversity & Engagement Centre and Student Career Centre

Professional Staff Group

9-month Contract

Salary Rate: \$26/hour (37.5 hours/week)

Overview

The Building Opportunities for Learning and Development (BOLD) Employment Program increases students' self-awareness, career goals, workplace connections, and employability in Nova Scotia. This initiative is open to current and historically underrepresented students at St. Francis Xavier University.

The DEC Career Transition Coordinator will take a lead role in this program expansion. This is a collaborative partnership between the StFX Diversity Engagement Centre and Student Career Centre. The BOLD program is a career development programming/service for students and consists of coordinating the job development and work experience component. This role is required to work in-person role on the StFX campus.

Key Responsibilities

- Dually supports Student Career Centre and Diversity Engagement Centre initiatives.
- Collaborates with the Career Transition Coordinator for Tramble Centre students.
- Helps current and historically underrepresented students advance their career development goals through one-on-one or group support with career exploration, career planning, job search strategies, resume and cover letter construction, work/life skills along with other career development services.
- Provides coaching and support to students for the development of a career/education plan that guides and engages students to assess strengths early in their academic career.
- Creates and facilitates career related workshops promoting student success. Works in collaboration with the Student Career Centre and Diversity Engagement Centre to identify campus career/personal development themes to promote through workshops and/or outreach campaigns.
- Researches and evaluates labour market information to help students make occupational or employment decisions.
- Assists with the development of digital and print resources that align with standards for equity, diversity, inclusion and accessibility (EDIA) which may include coaching and onboarding materials.
- Initiates and maintains relationships with employers to develop job opportunities and promote students and graduates.
- Supports onboarding and active coaching with employers participating in BOLD using training tools designed to support the Program.
- Coordinates work experience programs that include part-time during the academic year and summer opportunities.
 - Coordinate/provide familiarization for employers on program goals and employer requirements.
 - Coordinate work placements and contracts.
 - Monitor student and employer relationship.
 - Conduct site visits
 - Manage wage subsidy payments.

Key Responsibilities Continued

- Provides employability skills training to participants including self-advocacy.
- Guides students to all available experiential learning and career mentoring opportunities.
- Provides post-employment career development coaching to enable students to integrate their experience into their personal and career development plans.
- Expands on existing EDGE assessment and evaluation structure to meet the needs of BOLD.
- Maintains up-to-date records of all student advising appointments. Creates data reports on advising issues as requested.
- Participates in meetings and actively contributes to the success of the Student Career Services and Diversity Engagement Centre through various new initiatives.

Qualifications

- A passion for growing EDIA awareness within employment settings.
- Demonstrated knowledge of the needs and experiences of current and historically underrepresented communities.
- Knowledge of employment-related barriers for students coming from current and historically underrepresented communities.
- A degree in business, education, counselling, communications, or a related field.
- Currently enrolled in or have completed the Career Development Practitioner Certification would be consider an asset.
- Three years of experience in career services or human resources, experience must include advising students on career planning and have presentation and group facilitation skills, preferably in a post-secondary environment.
- Experience with job development and administration of work experience placements programs.
- Demonstrated experience working collaboratively with a variety of stakeholders including students, faculty, government, and employers; demonstrated ability to excel in a fast-paced, multi-tasking environment; strong organizational and interpersonal skills are required.
- Demonstrated listening, coaching, and facilitation skills.
- Demonstrated ability to apply concepts of work-integrated learning to student work experience placements.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively within a team environment.
- Displays strong organizational ability with close attention to details.
- Strong critical thinking and problem-solving skills.
- Advanced proficiency with Word, Excel and Outlook plus skilled in research and data analysis.

Application Instructions

Deadline to apply is October 9, 2023 at 1 pm AST. It is anticipated that the successful candidate will be able to start the role mid/end of May. To express an interest in this role, please direct your application in confidence to:

Human Resources
St. Francis Xavier University
Email: careers@stfx.ca

To address historic institutional underrepresentation, preference will be given to individuals who self-identify as Black, Indigenous, Persons of Colour, and individuals from the 2SLGBTQIA+ community. We respectfully ask that applicants make their self-identification clear to the hiring committee in their cover letter. The successful applicant may be required to provide additional self-identification information prior to hiring.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

StFX recognizes the importance of taking action to address inequities in hiring and educational attainment. StFX has promoted educational equity through indigenization of its curriculum, building relationships with diverse communities including Paqtnkek Mi'kmaw Nation, and outreach. Cultural empowerment and educational assistance for Nova Scotian Black and Mi'kmaq students has been fostered since 1965 through the Student Society called X-project. Financial barriers have been addressed through the Xaverian Bursary Fund and the Jeannie Deveau Educational Equity Scholarship. The Coady International Institute annually offers, among others, the Indigenous Women in Community Leadership program and the Global Change Leaders Program.

About the Departments of Diversity Engagement Centre and Student Career Centre

Diversity Engagement Centre offers advising which aids students transitioning into and through university and recognizes that students have a variety of needs in the many distinct communities within the broader StFX community. The university aims to foster an environment of cultural competency and diversity through a variety of programs and one-on-one assistance which encourages student academic and personal success. These include gender and sexual diversity advising, Indigenous student affairs, and African descent student affairs.

The Student Career Centre offers career coaching, career information, and employment services to all StFX students. Throughout the academic year, the SCS offers a variety of events and programs to help students make informed career decisions and develop effective job search strategies. Some examples include workshops on career planning, resumé writing, job search, interview skills and job fairs. Employment-related services include advertising new graduate, summer and on-campus jobs as well as employer and school information sessions which help students gain an understanding of the skills required in today's workplace.

About StFX

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience - outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year. For more information visit www.townofantigonish.ca or www.visitantigonish.ca.