

Job Title: Talent Partnership Consultant

Job ID: 41993

Location: Central Campus

Job Type: Continuing

Close Date: 12/07/2021

Employee Group: Unifor Unit 1, Staff

Department: Engineering Career Services

Salary Grade/Band: Grade 9

Salary Range: \$27.00 - \$41.74 (hourly)

Hours per Week: 35

Job Description:

Ranked among the top engineering schools in Canada and worldwide, McMaster's Faculty of Engineering has a reputation for innovative programs, cutting-edge research, leading faculty, and aspiring students. The Engineering Career & Co-operative Education (ECCE) office supports all students in the Faculty of Engineering with experiential and work-integrated learning. McMaster's Engineering Co-op Program is currently the 2nd largest program in Ontario, supporting over 7000 students annually. Due to program growth and expansion, we're adding one additional Talent Partnership Consultant to join our Talent Partnership and Employer Engagement team.

The Talent Partnership and Employer Engagement team is responsible for identifying, developing, and cultivating strategic employer development plans and relationships in the business community, in support of developing new opportunities for collaboration with McMaster University. This includes enhancing talent partnerships and developing employment opportunities, delivering creative and engaging events, facilitating student-industry collaborations, identifying opportunities for sponsorship and gift giving, and identifying opportunity for industry partnered research & innovation. This role will support the enhancement of existing, as well as creation of new partnership opportunities with the Faculty of Engineering.

Key accountabilities of this role include identification of and outreach to engineering/technology employers who have the interest and capacity to hire engineering/technology students and graduates with advanced degrees, supporting the career development of engineering/technology students. The preferred candidate is a self-reliant individual with strong proficiency at outreach and developing new relations with employers to generate employment opportunities for students.

Job Summary:

Responsible for planning, organizing and coordinating career development placements. Promotes student development, success and retention, and encourages career achievement by conducting interviews with students dealing with career choice, educational direction and goal progress.

Purpose and Key Functions:

- Identify, develop, and cultivate strategic employer relationships in the business community.
- Interview employer partners to understand recruitment needs.
- Request participation and invite employers to post employment opportunities within the department.
- Gather, compile, and analyze information identifying labour market data, trends, and job opportunities.
- Understand and stay current on employment legislation and government mandates.
- Review current labour markets and research current trends within professional careers and employment requirements including skill level and comparable salaries offered.
- Create, implement, and maintain policies and procedures related to the program and career services offered.
- Act as a liaison between faculty, staff and students to ensure the timely communication of information and adherence to policies and procedures.
- Create promotional materials to market program to potential applicants, visitors, and representatives from other institutions at fairs and open house events.
- Plan and coordinate costs, logistics and resources, including catering and audio-visual equipment, for career events, information sessions, workshops, and speaker presentations.
- Calculate travel expenses for attendance at site visits, seminars, conferences, and professional development.
- Track attendance of students using services and compare statistics from previous years.
- Assemble and distribute materials and packages.
- Provide individual coaching services and guidance in developing self-marketing and branding tools including, but not limited to, job search strategies, resume critiques, preparation of cover letters and personal statements, interview skills, networking, portfolio development, and negotiation skills.
- Conduct mock interviews by creating specific questions that are relevant to the field of employment students are pursuing, and then provide constructive feedback to students.
- Conduct post-work placement interviews with students to discuss experiences and future goals.
- Write career and skill development materials, and design interview tools.
- Write a variety of documents including, but not limited to, reference letters, correspondence, and workshop plans.
- Facilitate or lead career development workshops.
- Coordinate and accompany students on site visits and discuss work objectives.

- Participate in meetings with students to discuss and provide guidance regarding individual career options.
- Interview students to assess suitability and make decisions on admittance to the program.

Requirements:

Bachelor's degree in a related field.

Four (4) years of relevant experience

Assets:

- Experience in an academic environment (co-operative education preferred), early talent programs, or campus recruitment is an asset
- Exceptional communication skills with demonstrated experience in strategic communications development and successful cultivation and influencing
- Superior relationship development and management skills to bring credibility to industry partners and engineering/technology students
- In-depth understanding of degrees in engineering/technology as well as extensive knowledge of engineering/technology disciplines and the engineering/technology labour market
- Strong skills in analysis, time management and organization; creative thinking and development of innovative approaches to stakeholder groups
- Self-driven, takes initiative and leads through action
- Commitment to student success and exceptional client service
- Adult Education Diploma or Courses is an asset.
- CCDP Certification is an asset.

Additional Information:

This role is focused on the employer engagement and development component of the above job description and will require evening work. Travel will be required.

This role will be partially remote after COVID. The anticipated schedule is one to two days a week on campus, but may be subject to change with future employer needs.

How To Apply: To apply for this job, please submit your application [online](#) to Talent Partnership Consultant (41993) by December 7th 2021. *Applications may be directed to Rachelle Ireson (Manager, Talent Partnerships & Employer Relations).*

Direct Application Link:

https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&SiteId=1001&FOCUS=Applicant&JobOpeningId=41993&PostingSeq=1