

Manager, Experiential Learning & Career Services, Genesis Centre

Department:	Academic	Competition #:	22-A-23
Campus:	South - Windsor	Classification:	Administration
Posting Type:	Internal/External	Salary Range:	Starting Salary: \$86,568 Salary Range: \$86,568 - \$108,209
Status:	Full-Time	Closing Date:	Tuesday, November 29, 2022 at 4:30pm
Presentation Required:	Yes	Start Date:	ASAP

St. Clair College is an internationally recognized, comprehensive institution offering a broad mix of educational and training opportunities in the Windsor, Essex and Chatham-Kent areas. We are looking for a Manager, Experiential Learning & Career Services, Genesis Centre to join our management team under the direction of the Vice President, Academic and Registrar.

The responsibilities of the Manager, Experiential Learning & Career Services, Genesis Centre include, but are not limited to:

Reporting to the Director, Academic Operations, the Manager, Experiential Learning & Career Services, Genesis Centre is responsible to Manage the College's Experiential Learning and Career Services by leading the development of resources, services, tools, and programming to meet the career readiness needs of students and alumni seeking employment, commensurate with academic pursuits, in competitive, changing job markets and environments.

Work closely with academic schools and programs to lead the delivery of industry/sector specific career fairs/employer days, and actively foster connections between industry, programs, and the classroom.

Provide leadership in employer recruitment and build strong working relationships, linkages, partnerships and industry networks.

Provide leadership in developing and promoting the College's Genesis Centre.

The ideal candidate will meet or exceed the following qualifications:

The ideal candidate should have an appropriate combination of education and significant experience in the post-secondary educational system or equivalent. Other requirements include: excellent written and oral communications skills, ability to work collaboratively as a member of a team, strong negotiating, problem solving, conflict resolution and judgment skills, excellent multi-tasking and planning abilities, sound computer skills (Word, Excel and Internet), research and data management skills, human resources management capabilities, outstanding interpersonal, budgeting and presentation skills.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at
<https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system:
<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

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