

Manager, Student Employment Services

Work-Integrated Learning

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

As a member of the Work-Integrated Learning and Student Employment Services team, and under the direction of the Director, Work-Integrated Learning, the Manager, Student Employment Services (SES) provides a variety of services to RRC Polytech students, staff and employers. The incumbent will provide leadership and day-to-day management of the Student Employment Services unit within the department of Work-Integrated Learning. The focus of the SES unit is to provide services that are responsive to the needs of employers, alumni and students enrolled in College programs. The incumbent is responsible for the planning, development, implementation, and evaluation of employment related services to students, alumni, and employers. This includes providing assistance to students, individually and in groups, in resume writing and interview and job search techniques; meeting with employers to assist and respond to their recruitment needs; liaising between employers and academic staff in program areas; and overseeing posting employment opportunities online.

REQUIRED QUALIFICATIONS

- Undergraduate degree in a related discipline. An equivalent combination of education and experience may be considered
- Experience in the development, implementation and evaluation of employment services and supports to students in a post-secondary setting
- Supervisory experience with well-developed leadership skills
- Excellent interpersonal and written communication skills in building partnerships with internal and external stakeholders
- Experience planning and delivering employer recruitment events
- Must demonstrate initiative and the ability to work well both independently and in team environments
- Experience working with a diverse student population
- Demonstrated time management and organizational skills with attention to detail and accuracy
- Experience creating and delivering workshops and presentations
- Extensive knowledge of computer applications including MS Office, WordPress, Mailchimp, and Eventbrite
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

COMPETITION NUMBER

2021-250

CLOSING DATE

December 9, 2021

SALARY

\$63,548 - \$86,962 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, 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, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr