

Work-Integrated Learning Coordinator

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.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Manager, Work-Integrated Learning (WIL), the incumbent is responsible for liaising with community stakeholders and employers in the development of work-integrated learning opportunities for students in Community Service programs. This role will identify, establish and maintain relationships with community partners to create practicum placements and other work-integrated learning opportunities that support student and program goals. The Work-Integrated Learning Coordinator will provide guidance to employers to facilitate meaningful student work experiences and successful placements. This role will also guide and counsel students in preparation for their WIL placement and monitor completion of their work term requirements. Duties include developing and delivering placement preparation information and orientation for students and employers, communicating with employers, staff and students regarding Work Integrated Learning opportunities, coordinating student and employer networking activities, visiting partner sites, maintaining databases to track student progress, and developing promotional materials for placements.

REQUIRED QUALIFICATIONS

- Diploma from a recognized post-secondary institution, preferably in Community Services
- Experience in Community Service related fields and career development
- Ability to liaise with community partners to develop and maintain relationships
- Experience guiding or mentoring others
- Effective presentation skills and demonstration of excellent verbal and written communication skills
- Strong organizational and time-management skills, with the ability to manage and focus on multiple priorities
- Exemplary interpersonal skills with the ability work both independently and collaboratively
- Excellent problem solving and conflict resolutions skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and ability to adapt to new technologies
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience working with post-secondary students
- Knowledge of Work-Integrated Learning at the post-secondary level
- Knowledge of the current labour market for job development and employment advising
- Experience with D2L (Learn) learning management system

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 travel
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check and Adult Abuse Registry Check

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Ojji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-180

CLOSING DATE

October 7, 2022

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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. We aspire to have a workforce that is representative of the diversity within our communities, and welcome 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.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech 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