

WIL Coordinator - Hospitality & Tourism Management Programs

Career Services and 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.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

Reporting to the Manager, Work-Integrated Learning (WIL), the incumbent is responsible for liaising with industry and community partners in the development of work-integrated learning opportunities for students in the Hospitality and Tourism Management programs. This role will identify, establish, and maintain relationships with employer partners to create 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 guides and counsels students in preparation for their co-op work placements and throughout the completion of their work term requirements. Duties include delivering placement preparation information workshops and orientation for students and employers, communicating with employers, faculty, and students regarding work-integrated learning opportunities, coordinating student and employer networking activities, visiting partner sites, maintaining databases to track student progress and industry engagement, and developing promotional materials for industry placements.

REQUIRED QUALIFICATIONS

- Diploma from a recognized post-secondary institution, preferably in a Hospitality or Tourism Management program or related field; an equivalent combination of education and experience may be considered.
- Ability to liaise with industry partners to develop and maintain relationships
- Experience in career development, business development, sales, marketing or human resources
- Experience in guiding and or mentoring others
- Excellent verbal and written communication skills
- Effective presentation skills
- Strong organizational and time management skills, with the ability to manage and focus on multiple priorities
- Exemplary interpersonal skills with the ability to work both independently and collaboratively
- Excellent problem solving and conflict resolution skills
- Proficient in Microsoft office Suite (Excel, Word, 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 newcomers entering the workplace to Canada
- 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

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
- Incumbent must hold a valid class 5 driver's license
- May be required to work at various RRC Polytech campuses

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-009

CLOSING DATE

January 26, 2024

SALARY

\$61,113 - \$83,618 per annum

POSITION LOCATION

Exchange District 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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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