

Work Integrated Learning Coordinator (Term)

Centre for Newcomer Integration

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 Expression of Interest is used to fill future vacancies by creating a list of eligible candidates that have already gone through a competitive process.

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 department Chair, the Work Integrated Learning Coordinator will work in collaboration with management and staff to effectively deliver the Work Integrated Learning for programs at the Centre for Newcomer Integration. This role will identify and maintain relationships with organizations to create opportunities for internship placements, and other work integrated learning opportunities that support student and program goals. The coordinator will provide guidance to employers to support successful internship placements. This role will also guide, counsel and monitor students to assist in preparation for, acquisition and completion of their work integrated learning assignments. The successful candidate will be a vibrant, energetic, team-focused individual who supports an integrated approach to professionalism and technical skills to ensure a smooth transition for students in their work integrated learning.

Duties include developing and delivering placement preparation information for students and employers, working with employers to prepare for student placements, coordinating student and employer participation in networking activities, visiting work sites, maintaining and analyzing databases, communicating with employers, staff and students regarding internship opportunities, and developing promotional materials for placements.

REQUIRED QUALIFICATIONS

- Post-secondary education in Social Sciences, Community Services, Human Resource Management, Education, Business, or related field. An equivalent combination of education and experience may be considered
- Several years of experience in guiding, mentoring, and advising diverse groups on a variety of career and employment related matters
- Experience in developing and facilitating workshops, training, and orientation sessions, related to various employment topics including job search strategies, cover letter and resume writing, interview preparation, informational interviews, and success in the Canadian Workplace
- Experience in event planning and promoting services to employers, students, and staff
- Excellent presentation skills with the ability to adjust material based on the audience
- Demonstrated knowledge of the barriers and challenges a diverse student population may face in obtaining employment and in various workplace environments
- Experience building and maintaining industry or employer relationships
- Excellent negotiation, interpersonal and conflict-resolution skills
- Demonstrated knowledge and skills in intercultural competence
- Strong organizational and time-management skills, with the ability to manage and focus on multiple priorities
- Demonstrated ability to take initiative and to work well both independently and as part of a team
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and ability to adapt to new technologies including Webex, MS Teams and other platforms
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience working within a post-secondary institution
- Knowledge of current labour market trends
- Experience working with youth (18-30 years old), internationally educated health professionals, or newcomers to Canada.
- Knowledge of community resources and relevant government programs

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must hold a valid class 5 driver's license

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

2024-049

CLOSING DATE

Until Filled

SALARY

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

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term 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