**Columbia College Vancouver**

Since 1936 Columbia College has offered quality educational programs designed to prepare students for university admission. These programs include a University Transfer Program that is fully integrated into the BC Transfer System, a Secondary Program that is Certified by the Province of British Columbia, and a full-time Academic Preparatory English Program that is accredited by Languages Canada. Thousands of students, both Canadian and international, have progressed through Columbia’s programs to successful Canadian universities.

**CAREER SPECIALIST**

**Temporary, Full - Time Position (35 hours per week)**

**This a contract position starting April 2018 and ending October 2019.**

**Summary**

The main role of the Career Specialist is to develop and provide career education and guidance program to students on appropriate degree paths, employment opportunities, career development, experiential learning opportunities, job readiness skills and job search strategies.  This position focuses on the delivery of workshops and events and learning in a one-on-one environment. The Career Specialist will provide services that ensure students have access to the information and resources they need in order to make appropriate choices about employment and to find work. The Specialist will work collaboratively with students, staff, faculty, community members and employers to address the immediate and long-term career development needs of students as they pertain to future employment. The Specialist maintains a network of employers and adheres to the highest standard of Career Development practices.

**JOB DUTIES**

**Student Interaction & Curriculum**

* Develop and facilitate Career Development workshops both online and face-to-face.
* Provide one-on-one and group learning opportunities for students.
* Develop programming to assist students with search strategies and job readiness skills development including resume and cover letter writing, and interviewing skills.
* Create a sense of community amongst students, and employers through hosting various networking and learning opportunities
* Organize and lead career learning and networking events together in collaboration with the Student Services Manager.
* Engage in evaluation processes to ensure services are effective and meeting the goals of the Student Services department.

**Career Development Services & Programs**

* Assess student employment readiness and job search needs, identify any potential employment barriers, and direct student to appropriate services.
* Understand local and regional labour markets, and use this information to support students in their job search efforts.
* Know the Canadian Standards and Guidelines for Career Development Practitioners and stay current on Career Development practices by engaging in professional development opportunities in the field.
* Maintain a strong knowledge of and stay up to date on labour market information, industry events and news with a focus on provincial, national and international labour markets.
* Develop a Career Services section in the website.

**Employer Coordination**

* Build strong working relationships with key employers.
* Act as the first point of contact for employers who hire students from our College.
* Attend internal and external events in order to network and promote Columbia College Career Services.
* Establish, maintain and promote on and off campus relationships and partnerships with employment sites. Network with employers and identify potential job and internship opportunities for students.

**Other Related Duties**

* Assist Student Services with Registration, Orientation, and other related duties as required.
* Develop operational procedures as needed.
* Attend all staff meetings and training sessions as required.

**QUALIFICATIONS AND REQUIREMENTS**

**Requirements**

* Three to five years of experience working within Career Development or a related field
* Bachelor’s Degree in a relevant subject area.
* Fluent communication skills in English, both spoken and written.
* Career Development Practitioner Certificate is preferred.
* Well-developed counselling skills with students.
* Knowledge of Career Development issues, challenges and practices as they relate to international students.
* Willingness and ability to engage in public speaking opportunities.
* Knowledge of instructional design and teaching techniques; experience developing lesson plans and learning goals.
* Experience in developing, implementing and conducting career workshops and programs.
* A well – developed understanding of information technology systems that support higher education guidance.
* Ability to develop a wide network within the labour market and Columbia College community.
* Planning and time management skills; event management abilities.
* Able to demonstrate knowledge and understanding of the Canadian Standards & Guidelines for Career Development Practitioners.
* A determination to develop professionally and keep up to date with changes in higher education.
* Strong network within the employer community is an asset.
* Some evenings and weekends shifts might be required.

**APPLICATION**

Please submit a cover letter and resume (consolidated into one PDF or Word document and saved under first and last name) before April 9 thto [careers@columbiacollege.ca](mailto:careers@columbiacollege.ca).

The title “Career Specialist” should be included in the subject line.

We thank all applicants for their interest in the position, only those selected for an interview will be contacted.