



## Career Transition & Employment Coordinator Student Career Centre

Professional Staff Group  
Full Time (2-year term)

Classification: Band D  
Salary Range: \$54,795 - \$66,943 (37.5 hours per week)

### Overview

Reporting to the Manager, Student Career Centre and Co-op Education, the Career Transition & Employment Coordinator will take the lead in the development and facilitation of comprehensive and holistic career programming for students with disabilities. Additionally, this role will manage the Engage, Develop, Grow Your Employability (EDGE) summer work experience program. The primary goal of the Engage, Develop, Grow Your Employability (EDGE) is to increase students' self-awareness, career goals, workplace connections, and employability in Nova Scotia. The Career Transition & Employment Coordinator will inspire students to connect their university experience to future career goals. The Career Transition & Employment Coordinator will work in partnership with Tramble Centre for Accessible Learning.

### Key Responsibilities:

- Manages all aspects of the EDGE wage subsidy summer employment program including primary contact with PSAS, funding proposal development, student intake, employer engagement, job development, employment contract reviews, monitoring, wage subsidy reimbursement, conflict resolution, data collection, reporting, etc.
- Develops, engages, and supports partnerships with various employment services, educational institutions, community organizations, and employers.
- Helps current students advance their career development goals through one-on-one or on a group basis assisting with career exploration, career planning, labour market research, career assessments, educational planning, professional school and continuing education, job search strategies, resume and cover letter construction, interview skills, networking, work/life skills along with other career development topics.
- Meets students one-on-one/group and conducts in-depth assessments. Helps students identify personal and environmental needs, aspirations, concerns, and barriers as they relate to their employment goals. Develop mutually agreed upon action plans with them to address their employment needs and provide suitable resources and support that would lead to successful employment goals.
- Manages the process of the assessment, planning, facilitation, and data collection/reporting, and makes recommendations for services to meet students' needs and promote optimal outcomes.
- Develops and facilitates appropriate program materials, training, and workshops for students with disabilities including skill enhancement for employment as well as life skills to maintain and sustain employment.
- Creates and facilitates student career-related workshops promoting student success. Works in collaboration with the Student Career Centre and Tramble Centre for Accessible Learning to identify career/personal development themes to promote through workshops and/or outreach campaigns.

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- Plans and implements events with alumni and industry professionals for panel discussions, XConnects Mentorship Program, and other special events in collaboration with the career and co-op team.
- Designs, coordinates, and co-facilitates the career/advising week, career month, and Xact+ programming.
- Assist students with accessing various community programs/supports as appropriate based on needs and barriers.
- Assists with other career-related programming initiatives that have been identified in the various StFX Strategic Plans.
- Participates in external and internal committees as required.
- Participates in meetings and actively contributes to the success of the Student Career Services and Tramble Centre for Accessible Learning through various initiatives.

### **Qualifications/Skills:**

- Completed or near completion of the Certified Career Development Practitioner (CCDP) designation.
- Completion of an undergraduate degree in business, education, counselling, communications, or a related field.
- Five plus years of experience in career services, human resources, or work-integrated learning.
- Demonstrated knowledge of the needs, experiences, and barriers of students with disabilities.
- Knowledgeable of various coaching techniques and trauma-informed practices to facilitate self-discovery, growth, and transformation.
- Experience with job development and administration of work experience placement programs.
- Experience working collaboratively with a variety of stakeholders; demonstrated ability to excel in a fast-paced, multi-tasking environment; strong organizational and interpersonal skills are required.
- Ability to apply concepts of work-integrated learning to student work experience placements.
- Ability to work collaboratively within a team environment.
- Strong critical thinking and problem-solving skills.
- Advanced proficiency with Word, Excel, and Outlook plus skilled in research and data analysis.

### **Application Instructions**

The closing date for applications is **5 p.m. (AST) on August 16, 2024**. To apply please submit a cover letter and resume in confidence to **People and Culture, StFX University** at [careers@stfx.ca](mailto:careers@stfx.ca). Only those selected for an interview will be contacted.

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People and Culture at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

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## **About the Tramble Centre for Accessible Learning and Student Career Centre**

The Tramble Centre for Accessible Learning is an academic program of support for students with diagnosed and documented permanent disabilities. Tramble Centre Staff work with students to put in place recommended accommodations that will help students to succeed at StFX. Currently, there are 900 students registered with the Tramble Centre.

The Student Career Centre offers career coaching, career information, and employment services to all StFX students. Throughout the academic year, the SCS offers a variety of events and programs to help students make informed career decisions and develop effective job search strategies. Some examples include workshops on career planning, resumé writing, job search, interview skills and job fairs. Employment-related services include advertising new graduate, summer, and on-campus jobs as well as employer and school information sessions which help students gain an understanding of the skills required in today's workplace.

## **About StFX**

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit [www.stfx.ca](http://www.stfx.ca)

## **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports, and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year. For more information visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).