

Experiential Learning & Industry Liaison - AA2 (AESES) - Requisition No 33310

Location : University of Manitoba campus

Expected Start Date : July 29, 2024

Full Time : yes

Permanent : yes

Posting End Date : July 11, 2024

Apply at <https://viprecprod.ad.umanitoba.ca/default.aspx>

Job Description :

Experiential Learning & Industry Liaison - Administrative Assistant 2 (AESES)

Existing Budget-Funded Continuing Full-Time

35.00 hours/week Monday to Friday 8:30am to 4:30pm / some evening and weekend work may be required

Salary Range: \$28.33 - \$39.93 per hour (\$51,560.60 - \$72,672.60 per annum)

Proposed Start Date: July 29, 2024

Trial/Probation Period: 840.00 work hours

For more information, please contact:

Connie Korchak

474 UMSU University Centre

Connie.Korchak@umanitoba.ca

Responsibilities :

- Fosters and maintains partnerships with a broad range of stakeholders.
- Supports the Centre for Advancement of Teaching and Learning.
- Coordinates recruitment activities to recruit a diverse pool of candidates for co-curricular non-faculty-based programs and supports them to navigate programming.
- Delivers programming to inform and educate students on a broad range of experiential learning and career pathway planning.
- Creates and provides resources to connect students' identified learning outcomes to available and meaningful engagement opportunities.

- Develops resources in collaboration with other stakeholders, to improve students' learning experience and to support supervisors and community partners in their mentorship roles.
- Prepares students for experiential learning opportunities; provides support to students during self-marketing, interview and hiring process.
- Oversees the general administration of the feedback process for EL opportunities.
- Performs site visits, ensures ongoing communication between sites and the University and respond to evaluations and feedback to ensure mutual benefit for host sites and students.
- Develops and maintains web resources in support experiential learning initiatives.
- Develops and performs program assessments and evaluations as appropriate and communicates results to internal and external stakeholders.
- Administers the Experience Record with the assistance of student staff.
- Helps to provide support to the ER database.
- Pre-screens applications on a regular basis and provides feedback to applicants where necessary; coordinates co-curricular ER applications with SEAD.
- Pre-approves applications on a regular basis (based on pre-determined criteria), in consultation with the Lead Coordinator, Experiential Learning Partnerships.
- Creates ER Review committee agenda, in consultation with the Lead Coordinator, Experiential Learning Partnerships.
- Manages data loads of Experience Record experiences and develop a strategy to have experiences updated in the EL catalogue via emails and contacts with staff/students.
- Keeps record of committee decisions and communicate decisions to applicants.
- Participate in planning / discussion of communication strategy.
- Foster cooperative working relationships with a wide variety of partners.
- Support the coordination of events related to experiential learning at the University of Manitoba; participate in and present / represent Experiential Learning at university events.
- Liaise with other units and departments.
- Cultivates partnerships between departments and administrative units within the University, and with community organizations, public agencies, and the private sector, to support and grow experiential learning.
- Supports relationships with District Chamber of Commerce across the province, various Manitoba Sector Councils, professional associations, and community partners in collaboration with the experiential learning team within the CCELC.
- Assists with the preparation of appropriate employer marketing and engagement plans with faculty and other relevant stakeholders.

- Builds and maintains relationships with specific employers.
- Develops and delivers training modules for new placement organizations on how to manage and train students in placements
- Leads/participates in employer engagement activities and events and contributes career event coordination.
- Educates on risk management measures and processes to satisfy compliance with internal and external best practices, policies, and laws.
- Prepares documents and reports.
- Arranges events and activities for faculty.
- Liaison for employers with Experiential Learning Office, providing input when required.
- Provides operational summaries, updates, and recommendations to supervisor.
- Committee work as a chair or member.
- Other duties as assigned.

Qualifications :

MINIMUM FORMAL EDUCATION/TRAINING:

- Degree from a relevant discipline (community development, education, business, or social sciences) is required.
- Experiential education programming preferred.

EXPERIENCE:

- Two years progressive experience in experiential learning environments is required.
- Previous work in the post-secondary environment preferred.
- Must have a strong understanding of best practices in experiential learning.
- Experience in providing services and resources for a broad range of internal and external stakeholders is required.
- Must have experience working with community-based partners, industry, and employer community.
- Knowledge of relevant legislation including FIPPA, PHIA and labour and human rights is required.
- Understanding and application of major components of the experiential learning is required.
- Experience with UMConnect and other similar university systems preferred.

- Preference will be given to individuals who have worked within Student Affairs in the post-secondary environment and professional faculties/schools.- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Must have excellent communication skills, both oral and written.
- Must have proven analytical ability & critical thinking skills, and ability to mentor students in developing the same.
- Sound risk management skills are required.
- Must be able to work effectively with a wide range of personalities and with students of diverse educational, age, racial, ethnic, and cultural backgrounds.
- Must be able to reason through problems, issues, and scenarios, to a sound conclusion.
- Must be a self-starter who can work under minimum supervision.
- Must be tactful and diplomatic and demonstrate the ability to work with/build consensus among diverse audiences (students, industry, community partners, faculty).
- Must develop a peer network outside of the institution to assist with maintaining current knowledge base in functional areas.
- Must possess effective leadership skills, with the ability supervise, train, and organize student staff.
- Proven creativity and initiative in program design and task completion are required.
- Must have conflict resolution skills and apply a solution focused framework.
- Must have exceptional interpersonal skills including diplomacy, tact, and the ability to provide constructive feedback.
- Must have excellent time management skills.
- Must be proficient with Microsoft Office and using intermediate features associated with a Windows computer environment. Preference for proficiency with case management system, e.g., Orbis.
- Ability to adapt to change quickly is required.
- Must demonstrate values of inclusivity and accessibility and a commitment to reconciliation.
- Demonstrated ability to work in close collaboration and partnership with academic and administrative colleagues, students, community agencies and employer partners.
- Ability to establish a culture of strategic thinking and inform strategic direction and planning is required.
- Ability to motivate student staff and key stakeholders is required.

- Ability to work with students of diverse educational, age, racial, ethnic, and cultural backgrounds.
- Ability to maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice.
- Ability to manage multiple priorities.
- Ability to assess situations and determine appropriate action.
- Ability to evaluate service provided with a lens for continuous improvement.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Additional Information :

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting

opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who

have been excluded from full participation at the University and the larger community including Indigenous Peoples,

women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+

(Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca

or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions

of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided

to participating members of the search process.