

Employer Development Coordinator (Term) Management Career Services

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Graduates of the Faculty of Management are leaders and managers in the business sector, public sector, and civil society who live the Faculty's vision of focusing on sustainability, managing with integrity, and getting things done. Management Career Services (MCS) provides career education and work-integrated learning opportunities for students in the Corporate Residency MBA, Bachelor of Commerce Co-op, and Bachelor of Management programs. Reporting to the Manager, Employer Development, the Employer Development Coordinator will develop recruitment relationships with employers predominantly in Atlantic Canada, with a specific focus on the Halifax Regional Municipality (HRM), to generate quality paid co-op, internship and recent graduate opportunities for programs served by MCS.

Key Responsibilities:

- Manage a targeted and effective sales cycle by developing a funnel of prospective employers, qualifying prospects and closing sales to engage high potential reputable new employers, and generate quality paid job opportunities appropriate to students' interests and academic level.
- Assist the MCS team in growing high potential existing employers to expand their recruitment relationship, as needed.
- Promote our recent graduate, co-op, and internship programs and recruitment services to employers; establish collaborations with key external stakeholders, professional and industry associations, and attend targeted networking events, career fairs, conferences, and other events to expand the outreach of MCS to the employer community.
- Assess needs of employers, provide excellent client service and advice on recruitment strategies to connect employers with the appropriate Dalhousie student employment programs and become a trusted recruitment resource to them.
- Conduct mid-term review meetings with employers and students.
- Assist the MCS team and the Faculty of Management regarding various events and activities, when needed.

NOTES: Some work outside regular business hours will be required to attend employer meetings, career fairs, recruitment and networking events and conferences. The successful candidate must have a driver's license and be available for limited travel as business needs require (access to a reliable vehicle is preferred).

Qualifications: Undergraduate degree in business or other relevant field plus 3 to 5 years related experience (business development, sales training/certification, or other related experience or equivalent combination of training and experience). Demonstrated success and proven ability to "sell" and "close" deals and create long term relationships is required. Experience working in recruitment, university co-operative education or work-integrated learning programs will be considered a strong asset. The position requires excellent communication, business development, client engagement and relationship management skills. Capable of managing multiple priorities within established objectives and timeframes, the successful candidate must be self-motivated, comfortable working independently and collaboratively with the MCS team members. Proficient computer skills are required.

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from qualified Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all qualified candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect

Apply online by 10 p.m. on April 25, 2018 to competition DPMG-18045.

Salary Range: \$49,498 - \$66,968 per annum (ADM-05). This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months. This is a 12 month term position with the possibility of extension to 24 months.

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