

Graduate Recruitment and Career Development Manager

Position Details

Position Information

Position Title	Graduate Recruitment and Career Development Manager
Department/Unit	Computer Science
Location	Halifax
Posting Number	S124-20
Position Number	989055
Employment Requisition Number (ER#)	ER011600
Employee Group	DPMG
Position Type	Term
Duration of Contract (if applicable)	Two (2) years
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$45,142 - \$61,074 per annum
Classification	ADM-04
Provisional Statement	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

Dalhousie Faculty of Computer Science is the largest academic centre for computer graduate studies and research in Atlantic Canada. Home to four graduate programs, the Faculty contributes heavily to the growing technology and innovation ecosystem in Nova Scotia and beyond. The growing demand for skills and knowledge in this area requires the Faculty to continue to grow recruitment efforts to attract top research and professional graduate students from across the globe, and ensure they are prepared to enter roles in industry.

Reporting to the dean, Faculty of Computer Science (FCS), the Graduate Recruitment and Career Development Manager will manage strategies and activities relating to the recruitment, admission, and professional development of graduate students.

Key Responsibilities

- Develop and execute a recruitment and admissions strategy for FCS's research, interdisciplinary, and professional graduate programs, regularly reporting on recruitment activities and results to the dean and other key stakeholders.

- Manage all activities and processes relating to graduate recruitment including market research, events and presentations, and the Faculty's PhD Fellowship program, working closely with program directors, graduate administrators and communications and marketing.
- Respond to recruitment and admissions queries from applicants. Track and address bottlenecks in the application process, working with the Graduate Administration staff to ensure the smooth processing of applications, generation of recommendations, and communications with candidates.
- Support the career development of students primarily in the Faculty's professional and interdisciplinary master's programs, identifying and targeting the intersecting needs of industry, the digital sector and student career paths.
- Work closely with industry partners, faculty members and Dalhousie's Science, Information Technology and Engineering (SITE) Co-op Office to develop career development opportunities for students. This includes planning workshops and networking sessions, integrating career development into curriculum, and developing specific supports for international students.
- Develop and maintain close working relationships with applicants, industry partners, other academic institutions, faculty and staff members, student societies, Dalhousie's Faculty of Graduate Studies and SITE Co-op Office, and international recruitment agents.

Note

Travel within the Maritime provinces and across Canada will be required on an as needed basis and subject to ongoing pandemic guidelines.

Qualifications

Undergraduate degree, ideally in business, marketing, or related field, plus approximately three to five years relevant experience (or equivalent combination of training and experience). Experience in a post-secondary environment, recruitment, sales and/or business development preferred. Strong social media skills as well as experience in public speaking, event planning, marketing, and/or project oversight are required. Must have demonstrated strong interpersonal and communication (verbal and written) skills. Excellent organizational skills and the ability to work independently and strategically are required. Knowledge of Canadian education systems; graduate programs in Atlantic Canada and beyond; and post-secondary education and employment outcomes for technology graduates in Canada and internationally is preferred.

Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Self-Awareness & Professionalism
- Integrity
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication
- Service

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration

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.

Diversity Statement

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

Posting Detail Information

Number of Vacancies	One
Duration of Posting	15 business days
Open Date	08/21/2020
Close Date	09/11/2020

Additional Advertising Requirements**Org Code - Account Number for Payment for Advertising Costs**

Sharable Job Description Available	Yes
Hiring Initiator	Anne Publicover
Assigned HR Advisor	Reenat Akhter
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4195>

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Recruitment Metrics Information**Reason Search Canceled****Reason Search Failed**

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter

Search Committee Overview

Roles on Committee

List the job titles of the search committee members. Please note that you will be asked to select the committee members by name on the next tab in order to enable their systems access to the applications. If the search committee is not yet formed, please liaise with Talent Management to update this information at a later time.

Please be mindful of any potential personal or professional conflict of interest between committee members and applicants when selecting the search committee.

Names and Job Titles of Search Committee Members

Andrew Rau-Chaplin, Dean
 Dennis Cheng, Graduate Administrator
 Allison Kincade, Communications Officer
 Robert Wooden, Acting Director, Management Career Services

Diversity on Committee

The university encourages diversity in the make-up of search committees. Are there members on this search committee representing at least two of the five equity-seeking groups? Please indicate which group(s) are represented:

Check all groups represented Racially Visible Person, Woman

If not, please explain what efforts were made to include this representation and why it was not possible to do so: n/a

Search Committee

Name	Email	Chair?	Status
Andrew Rau-Chaplin	an781703@dal.ca	Yes	approved
Allison Kincade	akincade@cs.dal.ca	No	approved
Dennis Cheng	dcheng@dal.ca	No	approved
Robert Wooden	robert.wooden@dal.ca	No	approved

Search Committee Documents

No documents have been attached.

Evaluative Criteria