#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Director, CareerSpace

**Job Number:** X-408 | VIP: 1691

**Band:** EXEMPT- 10

**NOC:** 0421

**Department:** Coop, Careers and Experiential Learning (CCEL)

**Supervisor Title:** Associcate Vice President, Trent International and Coop, Careers and Experiential Learning (CCEL)

**Last Reviewed:**  August 31, 2021

#### **Job Purpose:**

The Coop, Careers and Experiential Learning (CCEL) department plays a critical role in fostering student success and employability. The department supports the Institution’s commitment to provide students with opportunities to apply their learning in real-world contexts through a diverse range of curricular and co-curricular experiential learning activities.

The Director is responsible for institutional leadership in delivering comprehensive

programs and services that support the University’s long-term strategic objectives for experiential learning, ensuring that programs, policies and services support the mission of Trent University and achieve the strategic outcomes articulated in the Strategic Mandate Agreement, the academic plans for the Colleges, and the student learning and development priorities of the various Student Affairs departments.

This role involves establishing strategic direction, focusing on the development of partnerships and collaborative efforts within the institution, relationship development with the public sector and corporate employer community on a local, national and international level, program development, research and operational management.

The Director will oversee Coop, Careers, Experiential Learning, Community/Employer Relations, Community Outreach and Development.

The Director is a member of the senior leadership team and demonstrates a commitment to the University’s principles of equity and inclusion to ensure that all staff and students, especially those who may face barriers to inclusion and equity in the workplace, have the opportunity to thrive in their careers.

The position will supervise and coordinate staff, programs, and activities across all campuses to ensure the highest quality service to students, alumni and businesses as well as provide consistency of approach, message, and procedures for effective communications, teamwork, and customer service. Working with a team, build a strong commitment to grow and expand the services of this unit are a priority of the University.

This position has a university-wide mandate and is based at the Peterborough Campus. The incumbent provides subject matter expertise to all campuses, requiring regular interactions and collaboration with departments at the Peterborough Campus, the Durham Campus, and external partners.

#### Key Activities:

1. **Strategic and Institutional Leadership**
* Provides strategic direction and institutional leadership for development and delivery in the areas of career education and planning, experiential learning, co-op, and community-based research, including priority setting
* Plans the integrated, responsive, and effective delivery of career education and experiential learning across the University
* Positions career education and experiential learning prominently and provides for the University to be responsive to the needs of prospective students, current students, faculty, employers, communities and governments
* Learns through research and experience the most effective ways for the University to deliver career education, academic advising and experiential learning
* Coordinates the centralized delivery of an integrated approach to career education and experiential learning at both the Peterborough and Durham campuses
* Promotes the unit, its programs and services to prospective and current students, working closely with the Trent’s Marketing and Communications team
* Create, collaborate, and execute a strategic vision for the role of career development to include the development and implementation of long-term strategic plans, short-term operational plans and the determination of strategic priorities
* Develop and implement effective assessment and program evaluation methods

1. **Relationship Building**
* Builds and supports relationships that will support the seamless interface between the University and community
* Internal:
* works closely with the senior academic team to maintain an interdisciplinary Career Education, Experiential Learning, Coop, and integrates career education into the community
* ongoing integration of community-based research with careers and experiential learning
* Works with faculty to strengthen programs and opportunities for students
* Addresses the needs of students at both campuses
* Builds the relationship between CCEL and Trent’s Experiential Learning Working Group
* External:
* Establishes new partnerships and supports existing relationships with employers and the broader community
* Develops links with Alumni, working with Office of Alumni Affairs
* Expands community links to not-for-profits, social enterprises, etc.
* Develop and maintain employer outreach programs to increase the number and quality of employers and job and internship opportunities for students across all departments and colleges

1. **Programming and Services**
* Develops and promotes unique and innovative programming in the areas of career development, work integrated learning opportunities, mentorship, professional development
* Strengthens expansion and delivery of experiential learning programming, specifically supporting Trent’s co-op programs
* Participates in business associations I.e. Chamber of Commerce
* Leverage technology to enhance networking and connections for employers, students, and alumni
* Think strategically about career-related technology

1. **Financial**
* Builds, maintains and grows financially efficient and accountable and operational systems that will meet the changing needs of students, employers, communities and governments
* Develops and oversees budget to meet needs and demands of unit as it develops and expands
* Provides a plan for the execution of co-op programs and related costs
* Manage and oversee departmental budget and generate revenue when there is opportunity

1. **Operations**
* Participates as a senior member of the university and actively participates on university committees in leadership roles
* Directs day-to-day functions, administrative and financial functions
* Manages all professional and administrative staff; provides supervision and direction: hiring, training, performance appraisal
* Manages programs, services and resources in support of experiential learning, careers, academic advising and employee relations

#### Education Required:

Master or Professional degree in a relevant field

#### Experience/Qualifications Required:

* Minimum of 10 years of experience in the field of CCEL or related field
* Understanding of academic programs, policies and processes
* Knowledge and experience in contemporary labour market issues locally, provincially and nationally.
* Ability to establish extensive contacts in the Peterborough and Durham regions.
* Ability to develop effective relationships with faculty, students and staff
* Exceptional communication skills
* Supervisory experience
* Administrative experience
* Experience working with diverse student interests and populations
* Career and student development expertise
* Understanding of workplace/industry trends