



Career Advising & WIL Coordinator (16 month Contract - 30 hrs/wk)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemisiwak Métis government, District 6, Calgary Elbow. St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

The Career Advising & WIL Coordinator provides one-on-one and group career advising as well as internal and external WIL coordination. This role organizes the career services offered to students including career preparation workshops, 1:1 career advising, liaising with external partners for WIL placements, and facilitating an Employment & Volunteer fair to connect students to local opportunities. As the point of contact for work-integrated learning, this position oversees the creation and collection of important documentation and assists with the placement of students in WIL opportunities as per individual course learning outcomes. This role is critical in creating confident, career oriented and productive graduates.

WHAT WILL YOU DO:

- Provide one-on-one career guidance, assisting students to navigate post-graduate education and employment options.
- Offer one-on-one assistance with cover letter and resume critique, assist students with job search strategies and etiquette, and facilitate mock interviews for students with industry professionals.
- Research and compile information on the Canadian and Alberta labour market and industry development to provide students with career prospects.
- Organize and facilitate an annual Employment & Volunteer Fair that includes local businesses and non-profit organizations.

- Work with Deans, Program Chairs, Coordinators and Alumni Services to connect Career Services to students.
- Participate in Open Houses, New Student Orientation, Runway to Grad, etc., to represent Career Services as necessary.
- Act as primary contact for StMU faculty teaching work-integrated learning courses and assist faculty with assigning students to existing and new placements.
- Create, modify and collect necessary documentation for students registered in WIL courses such as placement agreements, confidentiality forms, police clearances, etc.
- Engage external stakeholders and create new partnerships for WIL opportunities.
- Liaise with TalentED NYC and participate in workshops, training and WIL initiatives with local WIL practitioners.
- Maintain understanding of StMU programs and course progression to inform WIL placements/timing.
- Collaborate with Communications to ensure that Career Services events are promoted on social media and print advertisements on campus.

QUALIFICATIONS & ATTRIBUTES:

- A Bachelor's degree accompanied by work experience in a post-secondary setting, preferably in WIL, Career Services, or Student Services.
- 1+ year of career services, WIL or advising experience is an asset.
- Ability to communicate patiently, effectively, and confidently in verbal and written form, with a diverse range of people and situations.
- Proficiency with Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint) at an intermediate level.
- Must be detail-oriented and have the ability to plan ahead.
- Excellent organizational skills and a demonstrated ability to problem solve and ability to set priorities and multi-task.
- Ability to handle confidential information appropriately.
- Ability to work independently, exercise good judgment and demonstrate initiative.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Career Advising & WIL Coordinator" by end of day on **Wednesday, February 12**. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.