



Established in 1956 and driven by its commitment to student success, Oulton College is a leader in post-secondary education in Atlantic Canada.

We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. If you thrive in a collaborative environment and enjoy working alongside like-minded and passionate colleagues, Oulton College is the perfect place for you!

For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Position Summary

The Career Development and Relationships Manager plays a pivotal role in managing Career Services [CS] at Oulton by fostering and managing an effective team, continuously developing critical team skills such as problem solving, critical thinking, environmental scanning, adaptability, and creativity. This role serves to equip Career Advisors in their vibrant mission to assist students acquire meaningful, relevant work experience in a dynamic regional labour market. It also involves the identification, recommendation, and implementation of innovative approaches to enrich academic experiential learning opportunities for students such as community-engaged learning, live case studies, service learning, simulations, and project-based learning, and on-the-job placements. This role will lead the Career Services team in acquiring, nurturing and pioneering internships, clinical placements, and full-time job prospects for students across various programs within Oulton College. In addition, the incumbent will engage with students, offering one-on-one career coaching and conducting workshops. As a key representative in the College's external relations, the incumbent will be a consummate professional and a knowledgeable resource for students and employer partners.

Job Types: Full-time, Permanent

Key Accountabilities

- Curate and analyse up-to-date labour market data while researching emerging trends in professional careers and employment prerequisites, including skill proficiencies and competitive salary structures.
- Stay abreast of evolving employment legislation and government mandates, in particular international student pathways to Canadian immigration.
- Conduct interviews with employer partners to discern their recruitment needs, employment preferences, and career trends.
- Provide personalized coaching services and guidance in the job strategies, resume enhancements, cover letter and personal statement preparation, interview proficiency.

- Create and deliver briefings, statistical reports, and presentations academic experiential learning best practices, the health of employer relations, student placement rates, and ongoing success of alumni.

Key Selection Criteria

The ideal candidate must hold:

- An undergraduate degree [postgraduate preferred].
- Minimum 3-years working experience in a post-secondary setting ideally having served on projects related to continuing education, extended learning, and professional development.
- A demonstrated ability to manage change and the capacity to realize innovative projects from conception to implementation.
- Superior communication skills – written, oral and presentation skills.
- Experience establishing, cultivating and maintaining relationships with a variety of partners and stakeholders.
- Experience motivating and managing a project team.
- A flexible approach in planning workloads both independently and in a team setting.
- An energetic attitude toward multiple deadlines, tasks and competing priorities.
- An entrepreneurial mindset: must be goal- and target-driven.
- An appreciation of the culture and enthusiasm for the success of the enterprise that is Oulton College.
- Open to working outside of normal business hours, especially during peak times of the year.
- A proven team player with strong collaboration and project management skills.

Benefits

- Annual salary aligned to industry trends;
- Employee health benefits (50/50 copay with employer);
- Group Retirement Savings Plan with employer contribution matching;
- Colleagues who are positive, energetic, growth-minded and supportive;
- Many opportunities for professional development.

To apply: Send your resumes to careers@oulttoncollege.com