PEA Job Description

1. Position Identification

Position Number: 994459, 994616, 998562, 998563, 998878
Position Title: Career Educator
Department: Co-operative Education Program and Career Services
Reports to: Program Manager
Number of Direct/Indirect Reports: Direct_______ Indirect_______
Classification Level: SG 9
Last Updated: December 2017

2. Position Summary

At UVic Co-op and Career, we strive to enrich our university community with dynamic learning by helping students achieve meaningful, successful careers after graduation. We guide and support students as they develop competencies—knowledge, skills and attributes—leading to successful and rewarding careers. Our mission is to educate UVic students with the knowledge and skills to embark on productive careers that contribute to society. We strive to be a resource for students and alumni through every step of their career journey, including their academic studies at UVic and their lifelong work experiences. We support students and alumni as they develop their careers; this includes offering a wide range of experiential learning programs – co-operative education, work experience, internships, community service learning, co-curricular records – to provide relevant experience linked to student career goals, for each and every UVic student and graduate, to help students to maximize their career pathways.

Reporting to the Program Manager, and working closely with all programs in relevant Faculties and departments, the Career Educator will coach University of Victoria students and recent graduates on career development and management, employment preparation, and work search issues. Working collaboratively with other Co-op and Career Services staff to ensure consistency of services, the Career Educator will develop career education curriculum, facilitate skill-based workshops, and conduct group presentations in-house or in-class. Individual appointments will focus on the assessment of clients’ career development needs and coaching clients on exploring career options, connecting with career opportunities, and managing career transitions. The Career Educator will develop and adapt information, resources and tools and conduct relevant research, analysis and reporting on related metrics and deliverables in order to develop strategic approaches to career development coaching and related activities.

The Career Educator leads, coordinates or participates in providing outreach services on and off campus and will assist in the development and delivery of Co-op and Career programs and services, and other forms of experiential learning, as appropriate. The Career Educator actively promotes and contributes to the growth of Co-op and Career Services programs and initiatives.

As a professional member of the Co-op and Career Services team, the Career Educator supports delivery of services, initiatives and events as required to meet service standards and expectations.
### 3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
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| Career and employment coaching 35% | - Provide career and employment coaching through individual appointments with students or recent graduates whose needs cannot be met by the self-service facilities of the Career Services  
- Assess and evaluate clients’ career development needs  
- Coach clients on exploring career options, connecting with career opportunities, and managing career transitions  
- Provide information and coaching on work search strategies and labour market trends  
- Provide brief résumé and cover letter critiques  
- Develop a plan of action with clients to facilitate their entry or re-entry into the labour market, assist in the implementation of the plan, and undertake follow-up activities, as necessary  
- Provide information about and referral to other Career Services resources (i.e., workshops, Career Resources Library, job postings, etc.), UVic resources (i.e., Counselling Services, Health Services, Financial Aid, etc.) or community resources  
- Provide information on applicable employment services and programs, or special measures for designated target groups  
- Ensure that clients with needs beyond the mandate of Career Services are referred to other UVic departments or community services for appropriate assistance. |
| Developing, delivering, and evaluating skill-based workshops 35% | - Develop, deliver, and evaluate skill-based workshops and group presentations in-house or in-class  
- Develop career education curriculum  
- Consult with faculty and other subject matter experts to develop and deliver in-class presentation on career and employment issues  
- Facilitate and deliver a schedule of skill-based workshops and conducts group presentations in-house or in-class  
- Conduct presentations for students, recent graduates, faculty and staff to familiarize them with the resources and functions of Career Services  
- Develop handouts and audio-visual aids to ensure the effectiveness of the workshops and presentations  
- Evaluate workshop effectiveness and promotion and make appropriate adjustments  
- Conduct needs analysis as required  
- Recommend and implement evaluation strategies to assess the content, mode of delivery, and the outcome of services  
- Compile and prepare statistical and activity reports |
| Marketing and promotion 15% | - Participate in special events or programs (i.e., career forums, career fairs, conferences) for students and recent graduates and the employer community  
- Collaborate in the development of written materials (brochures, newsletters, flyers, etc.) including researching, writing, and editing copy, reviewing design and publication  
- Give presentations on the services of Career Services to students and other members of the university community and promote Co-op and Career programs and initiatives to students and employers on and off-campus, through classroom talks, high school visits, career fairs, answering inquiries (telephone, email, in-person) |
| Marketing and promotion 15% | • Contribute to the design and staffing of displays and information tables  
• Establish a network of community, government and employer contacts  
• Attend relevant meetings, conferences, networking or other events on and off campus to market Co-op and Career programs and services to prospective employers and relevant community groups  
• Participate as a member of relevant professional associations and committees  
• Represent the university or the department at relevant meetings and events |
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| Other related administration and activities 10% | • Maintain current and comprehensive employment and career information for use in the online Career Portal, job postings, individual coaching sessions and workshops, on the web, and in the Co-op and Career Resource Library by:  
  o Researching employment trends and work search strategies  
  o Establishing and maintaining contact with other university and college career services to share resources, ideas, and innovations  
  o Recommending the purchase of new books, materials, and other resources  
  o Assisting other staff in ensuring that relevant and up-to-date material on career and employment issues is available for and accessible to clients  
• Prepare reports for review by Program Manager  
• Contribute ideas and advice to other members of the Co-op and Career team  
• Undertake special projects, as required  
• Participate on committees |

4. **Classification Factors:**

Solves problems within the scope of career development service delivery for students. Follows a series of steps to assist in identifying clients’ problems and developing an action plan to work toward a resolution. Solutions may not always be easy to find. May require investigation and modification of methods and procedures. Refers issues requiring significant diplomacy or navigation through complex systems to Program Manager.

**Responsibility for Financial & Material resources:**

No assigned budget, financial or material resources responsibilities. May participate in event planning and may make suggestions with regard to event expenditures; these decisions remain with the Program Manager.

**Responsibility for Human Resources:**

The Career Educator reports to and receives formal direction and guidance from their assigned Program Managers, working under their direction to establish priorities and daily objectives to achieve agreed upon goals. Keeps Program Manager apprised of progress and seeks guidance in unusual situations.

The Career Educator holds no formal supervisory responsibilities but may provide orientation to other staff on related work, or, may informally direct and coordinate the work of support staff in the program area or students/volunteer staff as required and assigned by the Program Manager.

**Impact of Decisions and Actions:**

The Career Educator is responsible for providing career development, employment preparation, and work search strategies to University of Victoria students, alumni, and other...
related clients. Individual decisions regarding selection of workshops and coaching interactions with students that target either a broad audience or are more discipline-specific one can have a major impact on the development and delivery of assigned co-op and career programs and meeting the objectives of the unit. Career Educators are collaboratively involved in decision-making on specific projects, programs, or services within assigned co-op and career programs. Requires skills in advising, guiding, and facilitating to persuade or influence and to obtain co-operation or understanding where the information being communicated is specialized, confidential or sensitive. Communications may often involve complex or emotional situations.

**Independence:**
Makes decisions regarding the selection of work methods to coach clients on career development based on the assessment of clients’ career development needs. Work is performed in accordance with practices, procedures and policies, but considerable latitude is exercised in selecting work methods. Objectives are set by the Career Educator on the basis of direction received from Program Manager and an assessment of the needs of service users. Work is reviewed for effectiveness upon completion of projects or major phases of projects. Informed guidance is available if required. Refers expenditure or policy decisions to the Program Manager.

5. **Summary of qualifications:**

The successful candidate will have a university degree in an appropriate discipline and at least three years of related work experience in career development with adult learners and students, preferably in a post-secondary setting. Preference will be given to professional career development practitioner coursework, training and/or certification.

Experience must include:
- Demonstrated knowledge of student and career development theory
- Designing, developing and evaluating career education curriculum, workshops, programs and presentations
- Demonstrated career planning skills and work search techniques
- Navigating and using relevant technology and equipment, including databases and educational technology

In addition, the position requires the following abilities:
- Work and communicate effectively orally and in writing, with tact and diplomacy, with a variety of internal and external contacts
- Ability to effectively mentor individuals and to speak in public arenas
- Ability to work effectively with a diverse population and with all levels of university personnel
- Demonstrated administrative and organizational skills
- Excellent team building skills with a demonstrated ability to work effectively with a team
- Excellent interpersonal, cross-cultural, communication, public relations, and networking skills
- Knowledge and awareness of discipline specific labour market conditions and trends
- Knowledge and awareness of external community resources to which clients could be referred

**Employee’s Signature:**

**Date:**

**Manager's/Supervisor's Signature**

**Date:**