



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/20

Coordinator Of Experiential Learning In Business/ Coordonnateur De L'enseignement Expérientiel

Job ID 05-D2-E9-B6-77-9C

Web Address

<https://careers.indigenous.link/viewjob?jobname=05-D2-E9-B6-77-9C>

Company Bishop's University

Location Sherbrooke, Quebec

Date Posted From: 2021-07-15 To: 2022-01-11

Job Type: Full-time Category: Education

Job Salary Class(e) 14: 28.84\$ /to 37.65\$ De L'heure/ Per Hour (APBU)
â€“ Poste Syndiqué / Unionized Position)

Languages English - Anglais / French - Français

Description

POSTING 21-33 (Temporary full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Coordinator of Experiential Learning in Business for a temporary full-time position in the Williams School of Business. Reporting to the Dean WSB, the incumbent is responsible to work with professors in the development and supervision of real-life and relevant learning activities.

This position has a workweek of 32.5 hours from Monday to Friday. The working period will be from August 2021 to August 2022. This position will not exceed two years.

Nature of Duties & Responsibilities

- Working with faculty members to identify/design innovative, high-quality and relevant hands-on activities that will meet the objectives of their course;
- Developing and maintaining good relationships with the WSB faculty members as well as businesses (primarily located in the Eastern townships) and organizational partners to secure relevant opportunities for the hands-on projects;
- Creating and maintaining a database of experiential learning opportunities;
- Increasing the amount of information in the alumni database in terms of their interests, strengths, and potential interest in being involved in experiential learning;
- Collaborate with the International Students' Office when required, to support students with special requirements related to out-of-province and out-of-country internship opportunities;
- Assist with the preparation of appropriate employer marketing and engagement plans with faculty and other relevant stakeholders;
- Conduct regular assessments to gauge program success and to ascertain the extent to which learning outcomes have been achieved;
- Provide operational summaries, updates, and recommendations to the reporting manager or senior

management;

-Working with telepresence technology;

-Supporting students throughout their experiential learning projects (ie. logistics requirements, coordination of meetings with businesses/partners, etc.);

-Organizing experiential learning events as required.

-Other tasks as assigned

AFFICHAGE 21-33 (Poste temporaire Ã temps plein)

Les ÃnoncÃs suivants sont destinÃs Ã dÃcrire la nature et le niveau de travail gÃnÃral. Ils ne reprÃsentent pas une liste exhaustive de toutes les responsabilitÃs, tÃches et aptitudes requises.

L'UniversitÃ Bishop recherche un Coordonnateur de l'enseignement expÃrientiel en affaires pour un poste temporaire Ã temps plein dans le dÃpartement l'Ãcole de gestion Williams. RelevÃ du doyen de l'Ãcole de gestion Williams, le titulaire sera responsable de travailler avec les professeurs Ã la crÃation et Ã la supervision d'activitÃs d'apprentissage pertinentes dans des conditions rÃelles.

La semaine de travail est de 32,5 heures, du lundi au vendredi. La pÃriode de travail de ce poste sera d'août 2021 au mars 2022. Ce poste ne dÃpassera pas deux ans.

Nature des tÃches

-Avec les professeurs, dÃterminer et concevoir des activitÃs pratiques novatrices et pertinentes de qualitÃ, qui respectent les objectifs de leur cours.

-Ãtablir et entretenir de bonnes relations avec les professeurs de l'ÃGW, avec les entreprises (particulièrement celles des Cantons de l'Est) et avec des partenaires organisationnels pour trouver des possibilitÃs pertinentes dans le cadre des projets pratiques.

-CrÃer et tenir Ã jour une base de donnÃes des possibilitÃs d'apprentissage expÃrientiel.

-Enrichir l'information contenue dans la base de donnÃes des anciens (intÃrÃts, forces, intÃrÃt potentiel Ã participer Ã de l'apprentissage expÃrientiel).

-Collaborer avec le Bureau des Ãtudiant.e.s internationaux au besoin, pour soutenir les Ãtudiant.e.s qui ont des requis particuliers en lien avec les opportunitÃs de stages Ã l'extÃrieur de la province et/ou du pays;

-Aider Ã la prÃparation de plans d'engagement et de marque employeur appropriÃs avec le corps professoral et les parties prenantes concernÃes;

-Mener des Ãvaluations rÃgulièrement pour mesurer le succÃs du programme et pour dÃterminer Ã quel niveau les rÃsultats d'apprentissage ont ÃtÃ atteints;

-Fournir des sommaires opÃrationnels, des mises Ã jours et des recommandations Ã son gestionnaire ou Ã la haute direction;

-Travailler avec la technologie de la tÃlÃprÃsence.

-Soutenir les Ãtudiants dans leurs projets d'apprentissage expÃrientiel (exigences logistiques, coordination des rencontres avec les entreprises ou les partenaires, etc.)

-Organiser des ÃvÃnements d'apprentissage expÃrientiel, au besoin.

-Effectuer les autres tÃches attribuÃes.

Experience

-3-5 years of relevant experience

-Project management experience an asset

-Trois Ã cinq ans d'expÃ©rience pertinente

-ExpÃ©rience en gestion de projet considÃ©rÃ©e comme un atout

Education Requirements

-Bachelors in Business Administration

-BaccalaurÃ©at en administration des affaires

Essential Skills

-Demonstrated capacity for independent work as well as teamwork

-Proven capacity for networking

-Familiar with social media communications and networking

-Familiar with a variety of online learning technology

-Excellent verbal and written communication skills in both English and French.

-CapacitÃ© d'Ã©montrÃ©e de travail autonome et de travail d'Ã©quipe

-CapacitÃ© d'Ã©montrÃ©e de rÃ©seautage

-Connaissance des communications dans les rÃ©seaux sociaux et du rÃ©seautage

-Connaissance de diverses technologies de cyberapprentissage

-Excellentes aptitudes de communication orale et Ã©crite en anglais et en franÃ§ais

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by August 1st , 2021 before 4:00 pm to careers@ubishops.ca.

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez d'ici le 1 AÃut 2021, 16 :00 Ã careers@ubishops.ca