



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:

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Job Board Posting



Careers.Indigenous.Link

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MANAGER, SCIENCE COOPERATIVE EDUCATION AND CAREER

Job ID	24999-7007	
Web Address	https://careers.indigenous.link/viewjob?jobname=24999-7007	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-03-08	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Job Title: Manager, Science Cooperative Education and Career Services Band: M Mosaic Job #: 000143

Department: Science Cooperative Education

Reports To: Associate Dean, Academic, Faculty of Science Job Family: TMGDepartment, Unit or Project

Description: The Science Career and Cooperative Education (SCCE) Office provides career services to over 6700 students in the Faculty of Science. Structured around three core service pillars (career, cooperative education and experiential education) we aim to help students understand labour market trends, develop viable career plans and successfully make the transition from their undergraduate degree. SCCE also manages the faculty's 13 cooperative education programs, facilitates SCI 2C00, a career preparation course taught to over 500 students annually, and SCI 3C00, a career preparation course for co-op students. Job Summary:- To provide direction to and planning for all experiential learning and career-related programs in the Faculty of Science, including recruitment and selection of students, management of seven distinct programs, new program development, marketing and public relations to industrial and governmental partners, alumni career activities and integration of these programs with other faculty and university programs and services.

- To provide support for the external relations of the Faculty of Science including (but not limited to) community learning opportunities, technology transfer, and fundraising. Accountabilities:- To provide effective and efficient program management of all aspects of Science Cooperative Education's seven programs in biochemistry, biology & pharmacology, chemistry, earth & environmental sciences, mathematics & statistics, medical & health physics, and physics, including program development, development of program policies and procedures, recruitment and selection of students, student development, instruction, counseling, and monitoring, problem resolution, and strategic planning and development.
 - To develop and implement comprehensive market strategies to promote Science Cooperative Education students, develop work term and graduate opportunities, and increase the profile of our students and graduates in the community.
 - To manage all operational aspects of a multi-program administrative unit, including hiring and supervision, staff and organizational development, revenue generation, budgeting, cost control and financial reporting, and to work with the Faculty of Science to provide the best customer service possible within the constraints of these resources.
 - To remain constantly up-to-date about Canadian and international trends and changes in the labor market to ensure Science Cooperative Education programs are responsive to the market's needs, and that our students have current information about careers in science.
 - To develop university-industrial relationships to facilitate research collaboration and industrial contacts by marketing the capabilities of the Faculty of Science including faculty research strengths and service facilities; to act as a resource for faculty and staff in their outreach activities.
 - To promote the profile of the Faculty of Science both within the university and to the external community by provision of diverse learning opportunities such as science mentorship to elementary and secondary schools, marketing liaison with schools and the community, general information distribution and coordination of academic short programs.
 - To support the development of fundraising endeavors for the Faculty of Science, with accountability for maintaining positive working relationships with targeted external employers and organizations which may contribute funds and other resources to the Faculty.
- ADDITIONAL INFORMATION AND COMMENTS:- The diverse activities of Science Cooperative Education ensure that there is no 'down-time' in the department's operations. The co-op

placement and monitoring process occurs throughout the year, with students on work terms, those just returned from work terms, and those preparing to secure and commence their next work term being serviced on a continuing basis. This activity requires intense activity, often requiring long hours with little time for planning, and therefore requires excellent time and stress management skills.

- This position requires a high degree of diplomacy and sensitivity to confidential issues, handling difficult situations through a student's development throughout their undergraduate co-op experiences, resolving performance problems at work sites, as well as responding to multiple employer requests, and maintaining a high level of service without compromising the programs' integrity requires keen judgment and tact at all times.

- This position is responsible for not only marketing co-op students and programs, but also for representing the Faculty of Science and its teaching staff and research programs in the external business community. Scientific knowledge and experience relevant to research and business pursuits must support this public relations role. Technology transfer and the development of strong working relationships between the Faculty of Science and its external community will depend on the focal points identified and catalyzed by this facilitator.

Qualifications: Education:

- Post secondary, Master's preferred.

Experience:- 5 years Managerial experience

Additional information: This position is currently under review and being re-evaluated to properly capture the role and responsibilities.

Leadership Effectiveness:

McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for MANAGER, SCIENCE COOPERATIVE EDUCATION AND CAREER