



# 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: 2024/05/01

## REPOST: RELATIONSHIP MANAGER

<b>Job ID</b>	<b>38142-3132</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=38142-3132">https://careers.indigenous.link/viewjob?jobname=38142-3132</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-05-06	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

The Student Success Centre provides support for students from the moment they accept their offer of admission, up until ten years after graduation. This includes academic, personal and professional growth of our students and alumni

The focus of this position is to work with employers from a business development perspective. This includes growing and developing a client database through building client relationships, cold calling and client/prospect visits. Key areas of development will be to identify, develop, and cultivate relationships with employer champions of inclusivity in the business and alumni community to place students/alumni in desired work places. The successful candidate will need to have knowledge of the full recruitment cycle as well as knowledge of government programs and community resources that support wage subsidies and other funding opportunities in the EDI space. In addition, this position will support employers with job descriptions as well as ways to promote, advertise and recruit at McMaster. Job Summary: The Relationship Manager is responsible for identifying, developing and cultivating employer relationships in the business community to present employment opportunities for undergraduate students. Develops and delivers career development services for undergraduate students including workshop design and facilitation, one-on-one coaching, and employer related events and activities. Participates in the design and delivery of the all aspects of the internship program for undergraduate students including workshops, coaching, site visits and resource materials. Purpose and Key Functions: \* Probe for information from employer partners to understand recruitment needs and develop employer relationships to understand current and potential resourcing needs of organizations.

- \* Present and market programs to industry partners and encourage them to provide employment opportunities to undergraduate students.

- \* Cultivate and maintain relationships with alumni to gain insight into their careers and determine whether partnership opportunities exist from a recruitment or student development perspective.

- \* Develop and deliver a career development course for undergraduate students wishing to pursue an internship.

- \* Critique student resumes, cover letters and conduct mock interviews for undergraduate students.

- \* Conduct end of term and back to campus meetings for exiting and returning undergraduate internship students.

- \* Coach and advise students on career development skills and processes such as resume writing,

interviewing skills, networking and negotiating employment offers.

- \* Create and update resource materials to complement the workshops and development programs offered to students.
  - \* Schedule and conduct internship site visits with students who are on work placements.
  - \* Analyze market research trends.
  - \* Attend employer events and activities such as employer information sessions, panel discussions and student club functions.
  - \* Assess and offer recommendations for student club events.
- Requirements: Bachelor's degree in Business Administration or related field.

Requires 3 years of relevant experience. Valid driver's license required. Assets: Preference for experience as a job developer or recruiter. Preference will be given to candidates who have experience developing diversity and inclusion opportunities. Experience working with employers regarding accommodation and disclosure in the workplace. Knowledge of AODA policy and the Employment Standards Act including diversity and inclusion.

For more information, visit McMaster University for REPOST: RELATIONSHIP MANAGER