



Position title: Talent Acquisition Facilitator
Start/end date: May 3 – August 30
Hours per week: 35 (typically 8:30am-4:30pm, Monday – Friday)
Hourly wage: \$16.00
Work location: 15 University Avenue, Wolfville, Nova Scotia
Supervisor: Michelle Larsen, Manager Co-operative Education

Duties:

As an integral part of the Co-operative Education team, in your role as Talent Acquisition Facilitator, your primary responsibilities will be providing administrative support to the Co-op Coordinators, and a special project developed based on departmental need and the desired learning outcomes of the student. As an active team member, you will participate in organizational and planning meetings. This role plays a pivotal liaison role between students and employers, providing both groups of stakeholders with support in an effort for students to be successful in securing Co-op work terms.

Duties may include, but are not limited to:

- Creating professional correspondence for employers, students, and the Acadia community
- Scheduling meetings/appointments and managing telephone, email and in-person inquiries from students, employers, and the public
- Developing Co-op opportunities, advertising Co-op positions to students through the Co-op portal, and sending applications to employers
- Coordinating and arranging interviews between students and employers
- Providing support to students through the development and delivery of mock interviews followed-up with feedback on delivery and tips for success
- Facilitating a professional development session for students
- Creating spreadsheets and analyzing data
- Assisting with marketing via events, print, and Facebook

Qualifications:

You are pursuing a Business Administration or English degree with a minimum of two years completed

Required competencies:

- You are an excellent communicator, possess strong interpersonal and problem-solving skills and have a demonstrated ability to build relationships and work proactively and effectively with others
- You are proficient in computer applications, including Microsoft Word, Outlook, PowerPoint, and Excel
- You are a creative self-starter with a strong work ethic and commitment to excellence
- You have excellent organizational skills
- You have high regard for quality, accuracy and attention to detail
- You have excellent judgment and discretion in handling confidential and/or sensitive information.

- You have strong time management skills and can handle multiple deadlines and concurrent activities
- Previous experience as a tutor, teaching assistant or residence assistant would be considered an asset

Work term outcomes:

- Work with diverse teams, work groups and individuals across the organization to achieve group and organizational goals
- Understand the concept of service orientation which includes focusing one's own efforts on discovering and meeting client needs
- Experience the full life cycle of a project from idea through inception by taking the lead on a project
- Integrate marketing strategies with technology to develop and maintain social media platforms which meet the needs of internal and external business operations
- Develop knowledge of the human resources field through involvement in professional development activities and student recruitment

How to apply:

Submit a resume, cover letter, and transcript to your Co-op office. Cover letters should be addressed to:
Ms. Michelle Larsen
Manager, Co-operative Education
15 University Avenue
Wolfville, Nova Scotia
B4P 2R6

Application deadline date:

Applications must be received by February 15

Statement of commitment to diversity and accommodation:

We are committed to fostering an inclusive, accessible environment. We are dedicated to building a workforce that reflects the diversity of our customers and communities in which we live and serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.