Practicum and Career Services Advisor

The Practicum and Career Services Advisor is primarily responsible for facilitating practicum placements at both the Edmonton and Spruce Grove campuses. In addition, this role support students' career readiness by ensuring that students are prepared to successfully enter practicum and gain employment. The Practicum and Career Services Advisor reports to the Campus Manager and will work out of the Spruce Grove campus. Duties are as follows:

Practicum Facilitation– Edmonton and Spruce Grove Campuses

- Ensuring students understand all practicum placement requirements and deadlines
- Preparing students to apply for practicum placements including reviewing resumes and cover letters
- Working with employers to develop and establish practicum placements
- Formalizing appropriate practicum placement for students
- Working in HSPNET system to organize practicum placements with Covenant Health and/or any other hospital/organizations as required
- Ensuring that all necessary documents and forms are completed prior to practicum starting
- Supervising practicum placements including site visits (10-15 % of student population per year) and phone/email supervisions
- Documenting supervision procedures and contacts/visits
- Collecting practicum evaluation documents after practicum is completed and providing copies to students
- Updating practicum information on student transcripts
- Updating student records in the CRM
- Developing and maintaining external relationships with host organizations
- Developing and maintaining program specific database of employers
- Attending career fairs and other business events for the purpose of finding practicum placements

Career Services – Edmonton, Spruce Grove and Red Deer Campuses

- Providing in person and online career services to students and alumni
- Developing resources and other career education materials
- Developing and facilitating career education activities

Alumni Relations – Edmonton, Spruce Grove and Red Deer Campuses

- Tracking job placements
- Assisting the Regional Manager with Annual Reports
- Any other duties as required

Some Key Performance Indicators:

- Number of practicum experiences secured in a year
- Number of employer connections made for new practicum per year
- Number of new employers added to the host organization database per year
- Number of students serviced per year in the career services portfolio
- Number of career education activities organized per year

Please apply with cover letter and resume by September 15, 2020 to stephanie.rosse@bredin.ca.

Job type: Full-time

Bredin College seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and Indigenous peoples). Bredin College will achieve this by ensuring that its hiring process is fair and equitable for all persons. Bredin College strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Bredin College will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.