



Career Educator (Student Role)

The Career Studio (Student Career Services)

The StFX **Career Studio** is a drop-in open concept and dynamic student-centered office that supports all StFX students with career and employment questions such as coaching students in cover letter and resume development, interview strategies, job search techniques, and answering career-related questions. There are also opportunities to share employment opportunities and employer related events with students.

START DATE: mid-September 2024 (training)

END DATE: November 29, 2024 (Possibility of extension for the winter semester).

Rate of pay: \$18.00/hr plus 4% vacation pay.

Schedule: 8-12 hours per week (daytime weekday hours, no weekends).

Number of positions: 3

Duties

- Conduct one-one appointments with StFX students to assist them with resume, cover letter development, networking, and interview preparation.
- Facilitate workshops for students on various career-related topics (such as job search skills, networking, cover letter & resume writing, and interview skills).
- Work in collaboration with Student Career Centre to develop programming for students.
- Update online career resources and promote online services (i.e. CareerCruising).
- Upload learning modules to Student Career Centre Moodle platform.
- Participate in special events which maybe scheduled during the term.
- Prepare and submit a monthly statistical report to track delivery of service.
- Develop creative ways to increase student awareness of our services.

Qualifications

- Current StFX student.
- Knowledgeable of programs and services offered by Student Career Services.
- Verbal and written communication skills.
- Computer skills (word processing, database, Internet).
- Enjoys facilitating (in-person and on-line) to various audiences.
- Capacity for empathy, patience and discretion when working with students.
- Initiative and self-motivated to complete tasks and develop new initiatives.
- Positive attitude and strong desire to continually learn and develop.
- High degree of organization and reliability.

How to Apply

Submit your cover letter and resume as one attachment by email to jsmacdon@stfx.ca Jane MacDonald, **before 5 PM on Friday, September 6, 2024**. In the subject line of your email indicate "Application for Student Career Educator role." Late applications will not be accepted.

Only those selected for an interview will be contacted. Interviews will be held within a couple of days of the ad deadline date.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.