

Job ID: #SCHII-23-49
Job Title: Employment Pathways Facilitator
Department: Career Services & Co-Op
Campus: Thunder Bay, ON or Orillia, ON
Status: Full Time, 8-month contract
Job Category: Schedule II

Date Posted: November 23, 2023
Closing Date: December 7, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

This position is associated with special project funding provided by the David C. Onley Initiative for Employment and Enterprise Development. Lakehead University Student Affairs has partnered with the David C Onley Initiative to identify best practices that make career services accessible to students with disabilities (SWDs). This role will play an integral part in connecting students at Lakehead's two campuses with exceptional and accessible services to increase employment-readiness and access to work-integrated-learning experiences for students at Thunder Bay and Orillia campus.

Under the direction of the Director, Career Services & Co-op, and working closely with the Manager of Student Accessibility Services, the Employment Pathways Facilitator is responsible for providing facilitation, recommendations and support to help students make an individualized, actionable plan to gain work-related experiences throughout their post-secondary journey. To support students with disabilities in preparing for the transition from post-secondary to employment, The Employment Pathways Facilitator connects students with appropriate tools and resources as well as encouraging their engagement with experiences that will help them to:

1) build employment readiness skills and transferable work skills,

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- 2) access opportunities to build and practice self-advocacy,
- 3) gain opportunities to self-reflect on interests, strengths, challenges, goals, and fit and
- 4) understand and communicate what they need to thrive in a work environment.

The Employment Pathways Facilitator will be responsible for collaborating with other student service partners in order to share knowledge, facilitate professional development opportunities, and extend resources as available, in order to build and maintain awareness and knowledge capacity related to disability and career development services for post-secondary students. The role includes participation in knowledge exchange activities between post-secondary institutions and employers, as well as planning, coordinating, and implementing practices to support students with disabilities in their career development.

Job Duties

- **Facilitation and student pathways navigation**, including but not limited to: designing and implementing workshops and initiatives to assist students to understand various pathways they can access to build work-related experiences; helping students create individualized plans to move forward in their career development; encouraging, facilitating, and participating in conversations regarding strengths and challenges to provoke thought and actions that lead students to choose pathways in which they can thrive
- **Engagement and Service Collaboration**, by which the incumbent will partner with other student service providers to promote and encourage accessible practises, collaboration both between student service groups, community agencies and industry (employer) partners, and students / student groups
- **Strategic Project Planning & Research**, as the department's lead expert on accessibility issues connected to career outcomes, the incumbent will gather resources, tools, and information related to employability skill development to help current students and support increased awareness and ability within student affairs to support students in preparing for and transitioning to employment; the individual will provide consultative support relating to project planning, event coordination, and implementation of initiatives within the post-secondary environment

Qualifications

- Post-secondary Education (College Diploma or University Degree) in a related field with related professional experience
- Strong understanding of or professional experience within a post-secondary Environment
- The incumbent must demonstrate a strong knowledge in adult learning and strategic solution development
- Must have demonstrated experience in, or working knowledge of disability, employment development issues and career services within a post-secondary environment
- Strength in supporting the learning needs of a diverse group of stakeholders coming from multiple perspectives (including student, service provider, faculty)
- Ability to adapt to changing priorities and demands requiring intuitive analysis and strategic response and actions
- Must have a demonstrated ability in initiating, organizing and implementing tasks for which they

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have provided accountability check-ins and final summaries

- Experience navigating complex conversations, communication and demands while maintaining strict confidentiality
- The incumbent must maintain a current knowledge of trends and developments in the fields of disabilities and accommodations and employment development services

Working Conditions

- Some travel may be expected within Ontario for project initiatives which will span both Orillia and Thunder Bay campus.

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements