Co-op Coordinator
Civil Engineering Technology

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions.

DUTIES
Reporting to the Department Chair, the coordinator position will work in collaboration with other coordinators in the School of Skilled Trades & Technologies to effectively deliver the Co-operative Education Program for the relevant programs in the Civil Engineering Technology department. The incumbent will promote the Co-op Ed program to current and potential employers and to guide, counsel, and monitor students to successfully acquire and complete their work terms. Other duties will include visiting students on work sites during work terms; maintain and analyze the database; communicate with staff and students regarding co-op opportunities; and assist with organizing co-op events.

REQUIRED QUALIFICATIONS
- A diploma in Civil Engineering or related field of study. An equivalent combination of education and experience may be considered.
- Several years of work experience in a related field of Civil Engineering
- Experience guiding or mentoring others
- Strong organizational and time management skills
- Experience marketing services via various forms of media
- Ability to take initiative and work independently and as part of a team
- Effective interpersonal skills
- Excellent verbal communication skills
- Excellent written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) and ability to adapt to new technologies
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS
- Experience working in a post-secondary environment
- Experience with hiring processes
- Experience working as a supervisor or manager of others
- Familiar with the programs and industries associated with the Civil Engineering Technology department
- Familiar with College systems and processes

CONDITIONS OF EMPLOYMENT
- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to travel
- Valid Manitoba Class 5 driver's license and use of a car

COMPETITION NUMBER
2020-131

CLOSING DATE
October 20, 2020

SALARY
$57,780 – 79,057 per annum

POSITION LOCATION
Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE
Full-Time Position Available

APPLY BY EMAIL TO
humanresources@rrc.ca

2055 Notre Dame Ave, Winnipeg, Manitoba R3H 0J9

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

careerdirectory.ca

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