

The mission of the College is "Setting Bermuda's Students on the Paths to Success". We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

COUNSELLING & CAREER CENTRE

Student Employment Coordinator (Part-Time)

The Student Employment Coordinator works under the direction of the Director of Counselling & Student Activities, and in accordance with the established policies and procedures, to coordinate student employment activities. This includes serving as a liaison with on-campus and community employers to establish employment opportunities as well as standards and employer expectations.

Responsibilities The Coordinator provides workforce development seminars and networking opportunities to support effective performance as a student employee as well as the development of transferable skills in preparation for the transition into the workforce and/or continuing education.

The Coordinator collaborates with the Counsellors with respect to the creation/implementation of career development programming and may collaborate with Business Services personnel to ensure alignment between registered student employees and payroll processing. As well, the Coordinator undertakes associated duties, as assigned by the Director of Counselling & Student Activities.

The Coordinator must have knowledge of the diverse background and needs of the student body, familiarity with local and global occupational trends, and the ability to develop partnerships with organisations such as Labour & Training, the Chamber of Commerce and Bermuda Employer's Council.

Qualifications & Experience: The Post-holder must possess a Bachelor's Degree in Human Resources/Training & Development, Business, Marketing, or a related field. A Bachelor's degree in Psychology or Sociology with exposure to organizational behaviour and/or career development may also be considered. A minimum of three (3) years' experience in job placement or training and development is required for the post. Knowledge of basic job search tools and procedures related to job placement as well as programme development is required. Knowledge of career development theories is an asset but not required.

Additionally, he/she should possess excellent communication and interpersonal skills, organizational skills as well as the ability to assume programmatic responsibility for assigned areas. The Coordinator may also be assigned to assist other student activity programming falling within the remit of the Counselling & Career Centre and/or Sports & Recreation

Salary: BCS26 - BCS28 (\$84,612.34 -- \$90,973.71) pro-rated

Resumes should be submitted to:

**Lauren Alleyne, Officer, Human Resources & Development
Bermuda College, P.O. Box PG 297, Paget PG BX, Bermuda or
humanresources@college.bm**

Please send, along with your resume:

The names, addresses and telephone numbers of at least two persons competent to assess from their experience, your qualifications and experience. At least two (2) recent written, character and work references. Official transcripts & copies of relevant certificates from recognized institution.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: August 16, 2013