

York University

Job Posting — Confidential, Professional & Managerial Employees (CPM)

Job Title: Associate Director, Corporate Relations
Reports To: Director, Centre for Career Design
Faculty / Dept.: Schulich School of Business / Centre for Career Design

Salary Grade: F
Job Code: 950592

Job Overview

Consistently ranked in the top tier of the world's best business schools and #1 in Canada, the Schulich School of Business (School) is known for its global reach, innovative programming and the diversity of its student body, faculty, and staff. Schulich enrolls approximately 3,000 students annually in undergraduate, graduate, and postgraduate business. Located in Toronto, Canada, the School's multimillion-dollar, award-winning complex is on York University's main campus. Schulich's downtown Miles S. Nadal Management Centre is situated in the heart of the city's financial district.

To advance the Schulich School of Business's vision of developing ground-breaking ideas and responsible leaders with the power to reshape business and change the world, the Associate Director, Corporate Relations role strategically manages the Centre for Career Design (CCD) and the Career Corporate Relations team.

Reporting to the Director, Centre for Career Design, the role provides leadership and direction to cultivate, maintain, and grow strong relationships with new and existing corporate recruiters to ensure Schulich is well known externally as a top talent destination. The role develops and implements an annual strategy that takes into consideration domestic and international job market trends, challenges, and opportunities, as well as the unique needs and skillsets of students across Schulich's suite of Undergraduate, Masters, and MBA programs. The role provides data to support annual surveys, rankings, and CCD programming, and ensures the effective interchange of communication between the CCD, the Office of Advancement and Alumni Engagement and the Professional Development and Experiential Education Office).

The role demonstrates commitment to the values of Student Success, specifically Collaboration, Care, Accountability, Respect, Innovation, Inclusion and Excellence.

Key Responsibilities

- Responsible for pitching Schulich and cultivating leads at the senior/executive levels to attract a diverse range of organizations and job postings to the School. Establishes relationships and assigns contacts to the appropriate Corporate Relations Specialist team member to nurture.
- Develops, maintains, and actions a feedback loop between corporate partners and the CCD. Ensures best practices are captured and shared, and programming is

developed and implemented to address concerns or shortcomings, amongst the student body.

- Fosters effective relationships with relevant partners across Schulich to ensure corporate partners are strategically immersed in the Schulich eco-system by connecting across the student life cycle, from prospect to graduation.
- Participates in various career related and recruitment/retention events delivered to create awareness of services and activities. Participates on committees, subcommittees, and working groups dedicated to developing and providing services and activities in support of student employment.
- Implements and manages an effective corporate relations communication plan. Incorporates the publication of annual recruitment guides and reports. Regularly leads presentations to the CCD's network of corporate and internal partners.
- Directs and conducts regular industry research. Identifies domestic and international job and corporate relationship opportunities to pursue for employment growth.
- Tracks and analyzes the effectiveness of recruitment and marketing initiatives and activities. Identifies new approaches and adapting/adjusting resource allocations to support continuous increase in employment opportunities for students.
- Manages and supervises corporate relations employees. Takes ownership of hiring, training, setting of team priorities, delegation of responsibility, and ensuring appropriate contingencies and backup plans for the team.
- Responsible for recruitment and selection, employee development, training, performance management, discipline, and termination. Addresses labour relations issues, in accordance with University collective agreements and policies, as required.
- Provides ad hoc reporting and analysis and leads special purpose projects as required.

Required Qualifications

Minimum Education, Training & Credentials

- Bachelor's degree in relevant discipline.
Note: Position requires certification of degree(s)/credential(s).

Minimum Experience

- 5 years of related experience
- 3 years of management experience.
- Experience in a unionized environment is required.
- Experience in recruiting, program, and partnership development, with an emphasis on corporate/external relations, is required.

Knowledge

- Knowledge of business development, marketing, and campus recruiting practices, programs, and services.

- Knowledge of administrative, financial, logistical, human resources policies and procedures to support the development of new career related programs and initiatives, in areas such as graduate and internship recruiting.
- Knowledge of program development, delivery, and evaluation/assessment.
- Knowledge of labour market, changing economic conditions and employment trends relevant to students and new grads.
- Knowledge of traditional and non-traditional employment processes and issues.
- Knowledge of effective management and leadership practices to create high performing teams.

Skills

- Effective communication and interpersonal skills including discretion and the ability to establish and maintain trust. Ability to present and communicate complex information clearly to a range of diverse audiences.
- Analytical and good judgment including excellent attention to detail and creative problem-solving skills.
- Ability to develop and/or lead cohesive teams and manage performance and productivity.
- Effective organization and time management skills. Able to set priorities/multi-task and work under pressure of high volume and/or deadlines.
- Effective report writing skills including packaging qualitative and quantitative data to support report development.
- Cross-cultural sensitivity to work effectively with diverse groups of students and external partners.
- Able to adapt to change, new ideas, technology, and practices.
- Proficient with MS Office Suite, web-based mail, and CRM.

Summary of Work Environment

- Works in a typical office environment.