



INFORMATION TECHNOLOGY  
ASSOCIATION OF CANADA



ASSOCIATION CANADIENNE  
DE LA TECHNOLOGIE DE L'INFORMATION

## Senior Work Placement Program Administrator

*The Information Technology Association of Canada (ITAC) is seeking **two full-time senior Work Placement Program Administrators – one English and one Bilingual position***

### About ITAC

ITAC is Canada's national business association representing a diverse membership that is at the forefront of Canada's digital economy. Our members include some of the largest global tech companies, but also a high number of innovative small and medium sized companies. Talent is the foundation of both Canada's rapidly expanding ICT sector and of ICT-based innovations and capabilities in every sector of our economy. ITAC believes that people with the right ICT skills – combined with expertise in business, complementary technologies, innovation and leadership – create their own opportunities and are a magnet for international investment. Canada is a world leader in the quality of its technology workforce and ICT-related post-secondary education. We believe that we need to take advantage of the opportunity to expand the ICT capabilities of our workforce – in all sectors – to build a thriving, equitable economy in the 21st century.

### About Career Ready

As part of the Government of Canada's Student Work Placement Program (SWPP), our wage subsidy program supports businesses by financing their decision to hire a student for a work-term placement. This in turn creates a rewarding opportunity for the student to apply their learning in real-world settings and puts them on a path to a bright career.

### Location: Mississauga, ON

Head Office at: 5090 Explorer Drive, Suite 510, Mississauga, Ontario, Canada, L4W 4T9  
*There may be an opportunity to work virtually for part of the week after 6 months.*

### About the Role –Senior Work Placement Program Administrator

Are you a self-motivated individual, have a passion for social innovation and building meaningful business relationships? Do you continually rely on your developed organizational prowess and your ability to organize? Do you have strong marketing/communications skills, a demonstrated ability to develop meaningful business relationships, an ability to think outside the box to develop outreach activities that help drive sales? Then this may be the position for you.

As a Senior Work Placement Program Administrator, you are responsible for coordinating key aspects of ITAC's Career Ready Program. Effective and proactive identification, promotion and provision of services that connect students' academic and career development needs with employers' human resources requirements to create mutually valuable opportunities are key to this role.

As part of a team of four, you will coordinate the day-to-day administration of the Career Ready placement program and are integral to maximizing employer and student participation. Your team will also support the Career Ready Program Management Team in conducting ongoing evaluation/reviews for program improvements.

The day-to-day work activity is a combination of outreach activities to engage with student and employers to establish a work integrated learning opportunities and administrative duties.

## **Specific Responsibilities**

### **Business Relationship Development and Marketing Activities**

- Working through our employer partner networks to promote the program and where necessary work with employers on identifying needs and matching those with prospective work term opportunities.
- Working with the Cooperative Education and Work Integrated Learning (CEWIL) schools to identify prospective students and employers.
- Actively using the ITAC Career Ready Campus Connect job portal in promoting opportunities and identifying prospective employers and students
- Participate in outreach and marketing activities to promote the Career Ready program to students and employers.
- Promoting work term best practices and ITAC Career Ready tools to employers and students in non-coop programs to ensure a quality experience for both
- Monitor and record the quality of the student and employer experiences through regular outreach activities
- Ensures that work placements are of sufficient quantity, quality, diversity and experience level and are available students within their assigned discipline

### **Administrative Activities**

- Provide excellent service and advice to Career Ready applicants
- Maintain the application platform/database of employers and student placements
- Assess and approve applications for funding based on program guidelines and policies
- Collect and present data to inform future improvements to the program, i.e. experiences of stakeholders, key learnings, and recommendations
- Compile and share employer experiences along with their endorsements and program testimonials
- Gather data from the online application system for reporting purposes
- Other related duties as assigned

### **Qualifications**

- A completed post-secondary degree or diploma in a relevant discipline
- A minimum of two years of progressive relevant and related recent work experience.
- Proven marketing and communications skills
- Proven relationship building skills
- Proven sales skills- Proven customer service orientation and oral and written communication skills
- Well developed interpersonal, influencing and marketing skills
- Good oral and written communication skills for a variety of audiences including students, faculty, administration, employers and the community \*

- Ability to develop promotional and presentation materials for stakeholders e.g. employers and community.
- Outstanding attention to accuracy and detail working cooperatively as a member of a team to meet unit goals and objectives.
- Excellent organizational skills including ability to multi-task.
- Good judgment and decision-making skills, strong initiative; punctual and reliable; intermediate to advanced skills in MS Office Suite (i.e. Word, Excel, PowerPoint), proficiency electronic mail and computerized scheduling
- \*We are seeking to fill at least 1 (one) position with a bi-lingual candidate.
- Experience working within a team environment with shared goals and objectives.
- Strong written and verbal communication skills in **English, and if you are applying for the bi-lingual role, in French** as well.

### Assets

- Knowledge of the following: labour market trends, employability skills, job search and career development techniques and strategies would be an asset.
- Ability to establish and maintain collaborative relationships with students, faculty, administration, employers and the community at large would be an asset.
- Advanced Excel skills
- Demonstrated capacity to utilize and manage a complex database or web platform.
- Business knowledge, marketing and communication skills

### Specifics

#### Term position:

- Full Time (40 hours per week)
- Start Date early-mid September 2019
- End date is Spring 2022
- Work location: Mississauga, Ontario
- Work may require travel in and outside of office/home location province (travel expenses are covered by ITAC)

#### To apply:

Provide your resume and cover letter to Jan Hall at [jhall@itac.ca](mailto:jhall@itac.ca) by Friday, September 27, 2019.