



Job Opportunities

Competition # 0117-25

BATC Student Advisor /Recruitment Officer
(1) Temporary Full-time

THE POSITION

The BATC Student Advisor/Recruitment Officer will be responsible to provide client assessments for students and BATC Community Membership and refer clients to appropriate services. Under the direction of the BATC ESD Project Manager, the Student Advisor/Recruitment Officer will work closely with the Personal Development Coaches, instructors and program coordinator. The BATC Student Advisor/Recruitment Officer will work out of the Atoskewin Success Centre in North Battleford.

DUTIES AND RESPONSIBILITIES:

- Meet with clients and assess their work history, educational background, specialized training, skills and personal information.
- Discuss career and training options with clients, and work with them to develop job search skills.
- Assist clients with funding application process. (PTA, IA, Post-Sec.)
- Refer clients to appropriate services.
- Prepare client data and import to proprietary systems.
- Manage and track status of clients
- Establish and maintain file accuracy on an ongoing basis.
- Participate in recruitment activities for training opportunities.
- Screen applicants for course prerequisites.
- Ensure course vacancies are filled by advertisement, community engagement and recruitment strategies.
- Conduct job search, resume writing and interview skill workshops.
- Other duties consistent with the position.

QUALIFICATIONS:

- The ideal candidate will have a post-secondary degree in the human services field. Consideration will be given to clients with related post-secondary diploma and experience facilitating workshops and counselling. The candidate must have extensive knowledge of community resources, training opportunities and be willing to advocate on behalf of his/her clients.

EMPLOYMENT TERMS:

- This position will be term employment ending March 31, 2018.
- The position will be subject to an initial six (6) month probationary period and annual performance evaluation.
- Extensive travel and report to BATC main office on a weekly basis.

Closing date: August 11, 2017 - Please quote Competition # 0117-25

Please submit resume, CPIC and cover letter to:

Human Resources
Battleford Agency Tribal Chiefs
971-104th Street
North Battleford, Saskatchewan S9A 4B2

Phone: 306-446-8204
Fax: 306-446-1308
Email: humanresources@batc.ca