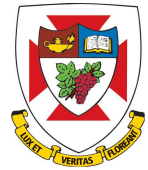


# Position Vacancy

THE UNIVERSITY OF  
WINNIPEG



<b>Posting Date:</b> August 12, 2011		<b>Job Vacancy Number:</b> A52.11	
<b>Employee Group:</b> AESES	<b>Status:</b> New	<b>Position Start Date:</b> As soon as possible	
<b>Classification:</b> Employment Placement Counsellor Administrative 3		<b>Department:</b> Indigenous Studies	
<b>Position Category:</b> Full-time		<b>Status:</b> Continuing	
<b>Salary Range:</b> \$41,605.20 - \$53,708.20 per annum		<b>Hours of Work:</b> 35 hours per week	
<b>Hiring Range:</b> \$41,605.20 - \$45,208.80 per annum		<b>Probation/Trial Period:</b> 60 working days	

**Applications are to be submitted to Human Resources by: August 29, 2011 at 4:30 p.m.**

Late applications will not be considered. Be sure to quote the job vacancy number in your cover letter and/or email subject line.

<b>Email:</b> recruit@uwinnipeg.ca	<b>Fax:</b> (204) 774-2935	<b>Mailing Address:</b> University of Winnipeg, Human Resources	
<b>Office:</b> 2Mc22S (Reception), 368 Spence Street		515 Portage Avenue, Winnipeg MB R3B 2E9	

**THIS POSITION IS FULLY FUNDED EXTERNALLY – FUNDING IS AVAILABLE FOR FIVE YEARS**

## The Position:

The University is seeking an experienced professional to work as an employment placement counsellor to develop, implement and maintain employment and career counselling services housed within the CN Indigenous Resource Centre. He or she will initiate and maintain contact and good relationships with various governmental agencies, NGO's, businesses, both Indigenous and non-indigenous, in order to find temporary and permanent employment opportunities for graduate students, with a primary focus on Indigenous graduate students; conduct employer visits and feedback sessions to assess overall program delivery, effectiveness and relevance to employers; work closely with graduate students to prepare them for employment, including career counselling, assessment, mentoring and providing employment advice to current graduate students, provides training in resume writing, interviewing skills, and other skills in support of successful employment; works collaboratively with other offices on campus with career support for undergraduate Indigenous students.

## The Candidate:

The ideal candidate will possess a University degree in a related field, and extensive experience with career counselling and employment placements, with some related experience working with Indigenous peoples preferred. Strong organizational and problem solving skills are essential. Demonstrated excellent communication and interpersonal skills, and proven ability to establish and maintain effective and productive internal and external relationships with the Winnipeg and Manitoba business community.

Note: The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, Aboriginal persons, and persons with disabilities. In accordance with Canadian immigration requirements, this advertisement is initially directed to Canadian citizens and permanent residents of Canada.

**ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.  
RESULTS WILL BE POSTED ON THE BULLETIN BOARDS AND THE POSITION VACANCY RESULTS WEB PAGE.**