Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing a rich educational experience to over 1,500 students. Brescia is seeking a dynamic individual to fill a permanent fulltime position as:

**COORDINATOR, STUDENT LIFE & LEARNING**
(Permanent full-time – May 2018, Level 6; $51,534-$56,843-$61,057)

The Student Life Centre (SLC) provides a broad portfolio of student engagement programs, services, and initiatives that support and enhance the student experience at Brescia, particularly: orientation & transition, career development & education, mental health & wellbeing, experiential learning, and leadership & involvement.

Reporting to the Manager, Student Life, this position is responsible for the development, implementation and evaluation of initiatives that address diverse student needs and support student learning and engagement at Brescia. Key responsibilities are divided between two Coordinators and include: Career Advising; Career Development programs and projects (i.e., Professional Mentoring Program, Career Peers, Work Study); First Year Experience ( Orientations, Soph Peer Mentor Program); Experiential Learning (Work-Integrated Learning); Annual Student Leader Recognition Event; Co-Curricular Record; student communications (marketing, promotions, social media). Supporting initiatives may include: staffing support in Brescia’s integrated student services office, ‘The Hive’.

We require a strong collaborator who is highly self-motivated, creative with outstanding critical thinking, and has sound judgement and decision-making. The ideal candidate will have a bachelor’s degree with a minimum three years relevant experience in Student Affairs, in a student development or student success role and preferably, in a career education context. A master’s degree in Education, Higher Education Administration, or a related field and/or additional training in career development / coaching / counselling is an asset.

Knowledge of current/emerging issues and practices in career education and experiential learning are necessary, as is the ability to apply labour market (industry and sector) knowledge and trends to educate others. The successful candidate has extensive experience using active learning techniques to engage groups, facilitate workshops/presentations & events, and advise students. Experience developing learning outcomes and using data to make decisions for on-going program evaluation and service delivery is a strength. Familiarity using digital engagement strategies to develop resources and tools that support the career development needs of diverse students (i.e., international; racialized/ethnic minority; indigenous; LGBTQ+; transfer/mature; with disabilities) is desirable. Must be: detail-oriented with an ability to function and process high amounts of information with accuracy; can work independently and plan ahead; can define and prioritize tasks, while effectively changing and adapting priorities as need arises; can follow-through with initiative and general direction. Work outside of normal office hours is required from time to time and depends on cycles of the year.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 11:59 p.m., Sunday, April 1, 2018, to:

**Brescia University College**
c/o Human Resources
1285 Western Road, London, Ontario N6G 1H2
Email: brescia-positions@uwo.ca

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at brescia-positions@uwo.ca