



ACADIA

UNIVERSITY

Acadia University is one of Canada's leading primarily undergraduate institutions. For almost 175 years, Acadia has been providing students with a learning environment that ensures they have every opportunity to succeed in life. Our graduates emerge with the tools required to be global citizens and community leaders. Acadia's faculty and staff are key to our institutional success and share a commitment to provide our students with a high quality post-secondary education. Located only one hour from Halifax in Nova Scotia's beautiful Annapolis Valley, Wolfville offers residents an affordable lifestyle, outstanding recreational opportunities, internationally acclaimed restaurants, a healthy economy, and the best weather in the Atlantic provinces.

THE OPPORTUNITY

Acadia seeks a **Co-op Coordinator** to liaise with employers to facilitate work terms for our students in co-op programs. This will be accomplished by preparing students for co-op work terms (resume/ cover letter preparation, and conducting preparatory workshops) and seeking employers who can offer meaningful employment and learning experiences to the students. The incumbent will monitor the students' progress and the relationship with the employers, interceding to problem-solve as needed.

Ongoing relationship building with employers is necessary to maintain and increase the opportunities available for our students. S/he will also make employers aware of available funding programs.

Support for co-op students will be provided throughout the work term.

A detailed job description is available upon request.

This is an internal competition, available only to employees of Acadia University.

THE CANDIDATE

We are seeking a candidate who possesses a Bachelor Degree combined with relevant marketing/sales experience which includes prospecting and managing leads, 'cold' calling prospects and managing client relationships.

Candidates must enjoy interacting with others and possess excellent written and verbal communication skills, along with demonstrated effectiveness in prioritizing their work and delivering multi-media presentations.

Proficiency in MS Office applications with experience working with databases and conducting web research is required.

The successful candidate will be required to provide own transportation to off-campus meetings and other work-related purposes and must possess a valid driver's license.

Knowledge of Acadia's academic programs and procedures an asset.

THE REWARDS

Acadia offers a comprehensive benefit package in addition to a starting salary of \$45,619 per annum (AUPAT Level 5).

To see more information on why Acadia is an employer of choice, please visit our website at: <http://www.acadiu.ca/human>

To apply, forward a completed Employment Application form, quoting competition #14-02-AU in the subject line, and forward with your resume via any of the following:

E-mail: Employment@acadiu.ca
Fax: 902-585-1075
Post: Department of Human Resources
Acadia University
Wolfville NS B4P 2R6

Consideration of applications will begin on 26 March 2014.

For further information, please contact Marian Reid at 902-585-1117 or marian.reid@acadiu.ca

Acadia University is committed to employment equity and values a diverse and inclusive workplace. We make every effort to hire exceptional individuals; however, Canadians and permanent residents will be given priority. We thank all applicants in advance, and advise that only those invited for an interview will be contacted. The University reserves the right not to fill this position. A six-month eligibility list may be established from this competition to fill future vacancies for identical positions.