

Co-op Coordinator
School of Hospitality and Culinary Arts
Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

The Co-op Coordinator position is to fulfill the benefits of co-operative education for students and employers through building successful partnerships between the student, the employer, and the College. The responsibilities of the position include: liaise with industry partners to develop work placements, provide guidance and prepare students for the work placement, and to monitor and evaluate the student's progress. Additional duties include preparation of co-op prep class materials, conducting co-op prep classes, documentation and processing of student grades and employer feedback. The Co-op Coordinator will represent the College and the School of Hospitality and Culinary Arts at various events in order to promote our programs.

Required Qualifications:

- A Diploma from a post secondary institution, with a focus in Hospitality, Culinary Arts or related areas; a combination of education and experience may be considered
- Extensive experience in the hospitality, culinary or baking industry
- Experience in administrative processes
- Ability to network, create new partnerships and maintain existing relationships
- Possess excellent verbal and written communication skills
- Effective presentation skills
- Excellent problem solving skills
- Exceptional organizational skills, attention to details and the ability to work under pressure to meet strict deadlines
- Excellent interpersonal skills
- Ability to work independently as well as within a team environment
- Experience with Microsoft Office suite, i.e. Word, Excel, Power Point & Outlook
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Knowledge of Manitoba Employment Standards

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- This position is subject to audiometric assessments
- Must have access to a vehicle, hold a valid Manitoba driver's license and have the ability to travel to various locations throughout Manitoba

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-190
Closing Date: November 13, 2018
Salary Range: \$51,576 - \$70,603 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr
2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

