



THE UNIVERSITY OF
WINNIPEG

English
Language Program

Languages at Work (LAW) Project Officer

The English Language Program at The University of Winnipeg is seeking a project officer for the Languages at Work component of the Explore Program.

The Languages at Work Program is a joint initiative of the Explore Program and Young Canada Works. Designed for Explore bursary recipients, Languages at Work offers participants unique opportunities to continue learning their second language in a professional context. Following the completion of the Spring Explore program, bursary recipients will have the opportunity to stay in Winnipeg for job placements.

REPRESENTATIVE DUTIES:

Program Delivery:

- Represent the LAW Program and University of Winnipeg to prospective students and employers
- Monitor and deliver all aspects of the LAW program according to the job outline provided
- Assess student needs and interests as they relate to work placements
- Develop and deliver student job-readiness training workshop instruction
- Recruit employers to participate as LAW work placement opportunities
- Determine suitable LAW students and employer partnerships
- Monitor and report on the status of student work placements on a weekly basis
- Counsel and aid students with concerns for the duration of the LAW program
- Assist LAW students to find suitable housing for the duration of work placement
- Provide regular LAW program updates to UW Program Coordinator
- Attend all scheduled program meetings

Program Management:

- Work closely with the national LAW Coordinator
- Participate in the program's evaluation process
- Provide information and support to participating employers and students
- Manage and distribute finances where necessary
- Administer evaluation forms for employers and participants
- Submit completed forms to the National LAW Coordinator
- Complete a final program report with suggestions for future project officers

Program Promotion:

- Be the local "point of contact" for students and employers regarding inquiries related to the LAW Program
- Promote the LAW program to students and potential employers at various orientations, information sessions and meetings using materials provided
- Cultivate new opportunities and build new relationships with local businesses to accept LAW students into their workplace.

EXPERIENCE

- Experience with promotion, marketing, personal selling or customer service
- Experience developing and delivering job-readiness training instruction including resume building, job interview skills and workplace culture considered an asset
- Experience maintaining organized records
- Experience working independently and as part of a team
- Experience prioritizing workload under pressure of deadlines
- Experience maintaining work accuracy despite frequent interruptions
- Experience planning and facilitating group activities or meetings
- Experience reporting using online platforms considered an asset
- Experience working with international students and exchange programs considered an asset

QUALIFICATIONS

- Possess strong interpersonal and organizational skills
- Possess a professional attitude & excellent communication skills
- Be able to take initiative and work well autonomously
- Be willing to attend an out of province LAW training session (April 29, 2016)
- Be a Canadian citizen, permanent resident or granted refugee status
- Legally entitled to work in Canada
- Between 16 – 30 years of age at start of employment
- Be willing to commit to the full duration of the work assignment
- Must not have another full-time job (30 hours/wk or more) while also employed in this position
- Be a full-time secondary or post-secondary student who intends to return to school
- Possess computer proficiency using MS Word, Excel ,PowerPoint, Outlook
- Graduate of a TESL-accredited, EAL certification program considered an asset
- Fluency in both English and French
- Be willing to accept additional program duties as assigned

Employment Period: **May 2 to August 26, 2016**
Hours per week: **37.5**
Rate of Pay: **\$15.00 / hour**

Interested applicants should send a resume and detailed cover letter outlining how their specific skills and experience meet the position description to Sarah Leibl at sa.leibl@uwinnipeg.ca