



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Position: Career Services Coordinator

Department: Chief Operating Officer

Status: Permanent

Full Time Equivalent: 1FTE

Salary Range: \$64,297 - \$96,445 [Staff Level 7]

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourish our lives as teachers and members of the wider academic and Catholic intellectual community.”

Purpose:

Reporting to the Chief Operating Officer (COO), the Career Services Coordinator at St. Thomas More College (STM) plays a vital role in guiding students and new alumni through their career pathways by providing employment resources, support, and networking opportunities.

Nature of the Work:

The Career Services Coordinator develops strategic partnerships with the public and private sectors and non-profit organizations to identify employment opportunities for STM undergraduate students and new alumni. With practical knowledge of recruitment trends and labour market needs, the incumbent will promote relevant career opportunities and will liaise with STM undergraduate students and new alumni through workshops, presentations, and one-on-one information sessions. A particular focus will be to ensure a high-quality user experience and to develop and cultivate relationships with a broad range of employers and community partners. The incumbent must act in a manner consistent with the professional standards of confidentiality, ethics, integrity, STM’s policies, procedures, and Values Statement.

Accountabilities:

- Leads the advancement of career development initiatives for STM undergraduate students and new alumni which are designed to empower students and new alumni to make a successful transition from education-to-career.
- Builds strategic business relationships with prospective employers through local job fairs, and other employer recruitment activities, and provides support to continually improve the relationship and the quality of their experience.
- Consults with employers and community partners to understand their business, assess their needs, and

recommend recruitment options, student engagement strategies and sponsorship opportunities to assist them in building their brand at STM and reaching their hiring goals.

- Informs and educates potential employers of the quality of STM programs; the knowledge, skills and attributes that our graduates possess, and the contributions they can make to their organizations.
- Provides one-on-one consultations, workshops, presentations, events, and information sessions to support students' individual career development plans.
- Maintains a database of prospective employer and career placement opportunities.
- Pre-screens, registers, and maintains a database of STM students and new alumni, along with their majors.
- Benchmarks, tracks, and creates data set reports on student and business community outreach objectives, including engagement, placements, and other government-required reports.
- Participates in student orientation sessions, Open Houses, and student information activities.
- Collaborates with the Director of Advancement to increase alumni involvement in career services programs.
- Collaborates with STM's Director of Marketing and Communications to develop marketing initiatives including print, online, and social media communications, and to ensure the appropriate College branding.
- Collaborates with STM's Student Affairs Team to identify STM students and new alumni and their transferable skills and experience.
- Identifies, understands, and stays ahead of new and emerging trends in student career development and in the delivery of career services.
- Is knowledgeable about federal and provincial programs that are available to employers to support employment opportunities for students.
- Recommends programming policies and processes to the COO, as necessary, and
- Develops and maintains the appropriate memberships with local career services professional associations, including the Greater Saskatoon Chamber of Commerce and the NSBA – Saskatoon Business Association.

Additional Duties:

- Participates in special projects, and
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in the liberal arts or related field is required. A Master's degree is preferred.
- Two to four years of practical experience in a directly related field, which includes group presentations and employment-related activities.
- Minimum of two years' experience in student placements in the community or engaged/experiential learning-related activities.
- Knowledge of liberal arts post-secondary education.
- Evidence of established working relationships with community and/or business partners.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint, and OneDrive).
- Demonstrated public relations, marketing, and/or networking skills.

- Ability to interact effectively with a diverse student population in a positive and empowering manner.
- Strong written and verbal communication skills, including a warm, friendly, engaging manner, and an ability to develop strong relationships.
- Valid driver's license and access to a vehicle.
- Self-starter with excellent organizational skills.
- Demonstrated ability to handle interactions with tact, discretion, confidentiality, and cultural sensitivity.
- Proven ability to work effectively as a team member, effective time management skills, and the ability to work with students, new alumni, and executives from the business community.

Working Conditions:

This is a full-time, in-person position with occasional evening or weekend work required particularly around career services events and/or meetings with prospective employers. Some light lifting/carrying/standing is required. Some in-province and out-of-province travel may be required.

We offer a competitive salary and a comprehensive benefits package. Starting salary will be commensurate with education, training, and experience.

APPLICATION:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. Review of applications will begin on June 17, 2026, and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Members of underrepresented groups are encouraged to self-identify on their application. Underrepresented groups include those identified in the federal Employment Equity Act. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to applicants with a disability or medical necessity. If you require an accommodation to participate in the recruitment process, please notify us and we will work together on the accommodation request.

Only those invited for an interview will be contacted.