



IDENTIFICATION

Department	Position Title	
Finance	Student and Youth Recruitment Officer	
Position Number	Community	Division/Region
15-12949	Yellowknife	Management and Recruitment Services

PURPOSE OF THE POSITION

The Student and Youth Recruitment Officer is responsible for assisting with developing, maintaining, and promoting programs which are delivered in accordance with individual department, board, authority and agency strategies and the Government of the Northwest Territories' (GNWT) commitment to Northern students and graduates. The incumbent of this position supports staffing activities of the Management and Recruitment Services Division in Yellowknife by administering the summer student and Intern hiring process.

SCOPE

Reporting directly to the Manager, Human Resources Operations, the Student and Youth Recruitment Officer is the contact within the Department of Finance with respect to various employment programs including the Summer Student Experience Program (SSEP) and the Internship program.

The Officer works closely with departments, boards, authorities, and agencies to promote the use of current programs and ensure that policies and mandates of the GNWT are followed. The Officer works closely with departmental managers to ensure that programs are reflective of current requirements of each stakeholder and the overall employment environment within the GNWT. In addition, the Student and Youth Recruitment Officer collaborates with employees of the Department of Finance and other departmental employees during the development of programs designed to encourage northern students to consider careers in the Northwest Territories.

RESPONSIBILITIES

- 1. Participates in the development and implementation of on-going Student and Youth GNWT initiatives focused on the development of a northern workforce.**



- Human Resource lead representative for the Summer Student Employment Program (SSEP) and the Internship Program.
 - Assists in the development, refinement and coordination of educational programs to meet job opportunity and retention needs of various governmental departments/authorities.
 - Identifies gaps and recommends potential linkages between existing programs.
 - Develops and maintains positive relationships with major stakeholders.
 - Ensures that stakeholders have all information required to access and utilize programs as they relate to each business unit.
 - Monitors statistical records and key performance indicators that have a demonstrable, quantifiable impact on overall business results.
 - Continuously improve the quality, timelines, and processes of each program.
 - Updates SSEP and Internship programs as required.
 - Actively participates in multi-functional committees.
 - Assist with the development of training programs and provide guidance and advice on such programs.
- 2. Collaborates with Marketing and Promotions Officer in the development of materials designed to program the SSEP and Internship program.**
- Works with the Marketing and Promotion Officer to develop promotional programs to be delivered in high schools and other venues across the NWT.
 - Designs and implements communication strategies to ensure all stakeholders are informed of changes and key dates as identified through feedback mechanisms from the program recipients and the public.
 - Plan and participate in career fairs.
- 3. Provides management with statistical and budget information regarding the different employment programs.**
- Provides updates and reports on program status, as required.
 - Develops and implements tracking of relevant key performance indicators.
 - Provides year-over-year analysis of program performance.
 - Advises the Strategic Human Resources Division on status of interns and summer students, so that the Division can provide appropriate funding to approved departments, boards, authorities and/or agencies.
- 4. Assists departments in hiring summer students, who have priority for casual employment from April 15 to August 15 each year.**
- Maintains a pool of summer student applications.
 - Assists summer students with the application process.
 - Assists department to complete application forms to hire a summer student.
 - Reviews summer student funding applications.



- Prepares student letter of offers.

5. Assists departments in hiring Interns throughout the year.

- Maintains a pool of Intern applications.
- Assists Interns with the application process.
- Assists department to complete application forms to hire Interns.
- Reviews Intern funding applications.
- Prepares letter of offers.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of good client services practices.
- Ability to develop and maintain positive working relationships.
- Ability to anticipate and understand client needs.
- Ability to effectively communicate ideas through verbal and written communication media in individual and group situations.
- Able to reassess priorities and respond positively to change.
- Able to think creatively to solve problems and perceive opportunities.
- Ability to work collaboratively with others.
- Ability to record and report detailed information and statistics accurately and consistently.
- Ability to manage conflicting priorities with minimal supervision.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

Diploma in Human Resources or a related discipline with 2 years of experience delivering programs in a career development, human resources, or marketing environment.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred