

## WORK INTEGRATED LEARNING FACILITATOR

Portage College

**Location:** Lac La Biche, Cold Lake, or St. Paul campus  
**Position type:** Full-time continuous  
**Salary:** \$46,776 to \$60,648 per annum

**Job number:** 23-WFB4-90-PC  
**Posting date:** April 30, 2024  
**Closing date:** We'll begin reviewing resumes on May 9, 2024

### ABOUT THE POSITION

We are seeking a dynamic and experienced Work Integrated Learning (WIL) Facilitator to join our team. As a WIL Facilitator, you will play a vital role in connecting students with real-world work experiences, ensuring they develop the necessary skills and competencies to succeed in their chosen fields. Key responsibilities include:

- Develop, implement, and assess a structured work-integrated learning (WIL) planning process.
- Cultivate positive relationships with industry partners, employers, and placement agencies to create job placement opportunities for students.
- Provide support to students in resume and cover letter writing through workshops and individual sessions.
- Collaborate with program coordinators to identify practicum placement needs for students and connect them with appropriate opportunities.
- Develop and manage an evaluation system for WIL and practicums within assigned programs/courses.
- Review potential sites for suitability and necessary support.
- Implement and adhere to processes that ensure adherence to placement agency planning deadlines.
- Coordinate with Finance to address liability insurance, WCB insurance, and risk assessment requirements for WIL initiatives.
- Ensure practicum placement processes are conducted ethically and with integrity.
- Maintain both online and physical job boards.
- Foster positive relationships with practicum agencies and all parties involved in WIL experiences.

### QUALIFICATIONS AND EXPERIENCE

- Minimum diploma or certificate in Office or Business Administration plus some experience working in an office admin role. Equivalencies may be considered.
- Preference will be given to applicants with experience working in a post-secondary institution.
- Excellent interpersonal skills and must be charismatic, outgoing and have strong intuition.
- Must be proficient with computers, especially MS Office.
- Strong skills in organization, data entry and customer service.
- Strong verbal and written communication skills are essential.
- Demonstrated ability to work independently and provide sound decision making.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.



Portage College has been serving the region for more than 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.



