



CAREER OPPORTUNITY

EXTERNAL ONLY

Classification:	Field – Level 5	Title:	Job Coach and Student Recruitment Associate
Location:	Meadow Lake Campus	Competition #:	24-ML-2627
Date Posted:	May 20, 2026	Closing Date:	Open Until Filled
Term:	ASAP – June 30, 2027 Full-Time, Term (2062.5 hours)	Salary Range:	As per the Collective Agreement Appendix A 31.07 / hour to start

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

Main Responsibilities:

Reporting to the Student Service Coordinator, the *Job Coach and Student Recruitment Associate* provides support for students in developing their workplace skills and exploring workforce opportunities. The position works with business and industry to encourage their participation in the learning process. The Job Coach & Student Recruitment Associate actively supports student recruiting functions by providing information about programs, services, and careers as identified by the Student Recruitment Officer for the purpose of generating inquiries and applications to North West College. The Job Coach and Student Recruitment Associate is responsible for:

- Monitors the existing labor market, regionally and at large, to inform student recruitment and work-based learning opportunities.
- Encourages employers to participate in work-based learning experiences.
- Plans and organizes activities to assist students in learning about careers and employment opportunities.
- Liaises with employers to interpret employer needs, communicate objectives of work-based learning experiences, and identifies expectations for student.
- Develops a working relationship with students to understand their career interests, ascertain barriers (if any), and encourage participation in work-based learning experiences.
- Organizes work placements and ensures that any agreements with agencies receiving students are in place in advance of placement.
- Monitors progress, coaches students during work-based learning experiences, and completes required reporting.
- Prepares and assists students looking for paid employment while completing their program.
- Develops and facilitates workshops to prepare students to enter the workforce upon completion of their program.
- Collaborates with College staff and partners to facilitate the achievement of students' program objectives, improvement of program quality, and to enhance the College's effectiveness and image.
- Acts as an ambassador, representing the College to potential students and the public.
- In collaboration with the Student Recruitment Officer, supports recruitment initiatives such as, attending recruitment events, directly engaging in recruitment initiatives, and recommending new & innovative approaches to maximize College recruitment resources.
- Maintains accurate records in accordance with North West College requirements
- Performs other responsibilities including comprehension of inclusion and diversity with support of the Indigenization Charter.
- Contribute to the success of student learning, workforce exposure activities and a positive participation experience and engagement.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- Two years post-secondary training with major course emphasis in the Human Services or Work Preparation/Life Skills Certification from a recognized post-secondary institution.
- Minimum one year of experience in a life skills/job coaching position or supervisory position, or as student support, youth care worker, counselor or social worker role providing practical understanding and awareness of behavioural indicators and patterns
- Demonstrated experience working with various student populations – especially those facing barriers to employment.
- A combination of education and experience applicable to the position assignment may be considered.
- Demonstrated ability to connect and engage with diverse audiences.
- Demonstrated ability to facilitate groups with differing opinions, experience and backgrounds.
- Superior organizational and time management skills.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.

- Ability to provide services in a student-centered approach.
- Demonstrated skills in collaborative problem solving, analysis, and leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Ability to establish and maintain a network of community contacts and partnerships.
- Ability to develop, deliver and evaluate workshops and provide individual employability counseling to enable students to develop and improve their employability.
- Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- Critical thinking skills.
- Must possess a valid Saskatchewan Driver's License and be willing to travel primarily within the province.
- Ability to lift and carry boxes and supplies for rural sites. The boxes weigh approximately 25 lbs.
- A satisfactory Criminal Record Check is a condition of employment with the College.

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #24-ML-2627

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca