

TRSM Business Career Hub Power of Excel Co-Facilitator

Position Description:

The Business Career Hub (BCH) located at the Ted Rogers School of Management (TRSM) provides customized approaches to supporting TRSM students along their path to meaningful careers. All career development opportunities are tailored to each student's individual needs and program specialization.

The role of the Power of Excel Co-Facilitator will be to assist the lead facilitator in developing and leading students in classroom-based bootcamps to allow TRSM students to meet the competency requirements in the job market today. The co-facilitator's role will also include working closely with BCH staff to coordinate logistics of each bootcamp.

Responsibilities:

- Help lead facilitator to develop and deliver approved material for students to become familiar with the functionality of Microsoft Excel in the workplace
- Work closely with the BCH staff to finalize logistics of each bootcamp
- Work collaboratively with the facilitator to plan and execute the Power of Excel bootcamp
- Deliver excellent customer service and communicate effectively by answering student queries and improving the program using student feedback
- Handle all attendee-related administrative matters prior to, during, and immediately after bootcamp completion
- Must be available to host a minimum of 5 bootcamps per semester

Skills Required:

- Excellent communication skills, both written and verbal
- Takes initiative and is able to work in a team-oriented, collaborative environment

- Ability to prioritize multiple requests and projects while maintaining close attention to detail and accuracy
- Strong self-discipline and ability to complete tasks independently
- Capable of troubleshooting and resolving issues quickly
- Ability to prioritize, coordinate and complete tasks, sometimes on short notice, to meet deadlines
- Adaptability to changing environments

Technical Knowledge Required:

- Hands-on technical experience and expertise with Microsoft Excel 2016
- Must fully understand and be able to teach Excel skills such as Advanced Formulas, Tables & Formatting, Conditional Formatting, Advanced Charting, Pivot tables & Pivot Reporting, VBA & Macros and more.
- Familiar with the Eventbrite platform and its functions
- Relevant Excel training experience and certification in training is an asset