

TRSM Business Career Hub Tableau 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 Tableau Bootcamps are designed to introduce students to one of the most popular business intelligence applications in the world and learn how to import, link, and present data to reveal the insight in systems all around you through Tableau. The role of the Tableau Co-Facilitator will be to assist the lead facilitator in developing and leading students in classroom-based Tableau skills 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 the facilitator to develop and deliver approved material for students on use and functionality of Tableau in the workplace
- Support the facilitator in research and development of Tableau contents
- Create supporting materials such as workbooks and presentations
- Work closely with the Business Career Hub to finalize logistics of each bootcamp
- Handle all attendee-related administrative matters prior to, during, and immediately after bootcamp completion
- Other tasks as required

Skills Required:

- Excellent communication skills, both written and verbal
- Ability to prioritize multiple requests and projects while maintaining close attention to detail and accuracy
- Strong self-discipline and ability to complete tasks independently
- Ability to troubleshoot and resolve issues quickly
- Ability to prioritize, coordinate and complete tasks, sometimes on short notice, to meet deadlines
- Ability to adapt to changing environments
- Self-starter and able to work in a team-oriented, collaborative environment

Technical Skills Required:

- Hands-on technical experience and expertise with Microsoft Excel 2016
- Knowledgeable in tableau platforms and systems
- Familiar with the Eventbrite platform and its functions
- Relevant Excel training experience and certification in training is an asset