PEA Job Description

1. Position Identification

Position Number: 992371, 993340, 998869, 998872, 998875, 998876
Position Title: Placement Coordinator
Department: Co-operative Education Program and Career Services
Reports to: Program Manager
Number of Direct/Indirect Reports: Direct: 0 Indirect: 0
Classification Level: SG 7

2. Position Summary

Reporting to the Program Manager, and working closely with Co-op Coordinators and all programs in relevant Faculties and departments, the Placement Coordinator is responsible for all on-campus planning and delivery of the job placement process for mandatory, comprehensive co-op and career programs in assigned departments. The Placement Coordinator is responsible for ensuring the consistent, smooth and efficient coordination of the work term placement process, including job posting and interviewing, engaging with employers and students, monitoring postings and tracking application metrics, reviewing applications, maintaining data and compiling and collating relevant statistics, and coordinating the submission of work term evaluations. In addition to academic coordination, the Placement Coordinator delivers work preparation sessions for new co-op students and advises on students’ job search and career skill building efforts to support success in their co-op placements.

The Placement Coordinator may coordinates or participates in the development and delivery of special projects and events on and off campus as required to support the promotion and growth of Co-op and Career Services programs and initiatives, and other forms of experiential learning, as appropriate.

As a professional member of the Co-op and Career Services team, the Placement Coordinator supports delivery of services, initiatives and events as required to meet service standards and expectations.

3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
<th>Expectations</th>
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<td>On-campus placement coordination</td>
<td>Coordinate the job posting and interview process, including: monitoring the number and quality of postings; reviewing student applications for accuracy, completeness and quality; tracking student participation and progress in the placement process; and advising students and employers about co-op education, and other forms of experiential learning, as appropriate, and the placement process</td>
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<td>40%</td>
<td>Plan, implement, and deliver all aspects of the job placement process, including: developing and distributing promotional material to potential employers; soliciting job descriptions; coordinating the posting of job descriptions; facilitating the distribution of student applications to employers;</td>
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coordinating the interview process and the scheduling of interviews; and confirming placements with employers (and where necessary, helping to facilitate an appropriate match between employer and student)

- Provide assistance to employers with developing job descriptions and with interview techniques, when necessary
- Develop and review procedures to ensure the efficient management of the entire placement process, investigate the changing needs of employers, when appropriate, and revise placement procedures where necessary
- Maintain an understanding of students' skill levels and their practical application in the workplace by reviewing faculty curriculum changes in order to be able to discuss these skills with potential and current employers
- Coordinate all aspects of employer visits to campus (i.e., host employers who are interviewing on campus; facilitate contact between employers and faculty, etc.)
- Maintain communications with co-op students off-campus (on work terms) and distribute information through most effective medium (i.e., telephone, mail, email, work site visit, etc.)
- Write and/or revise placement correspondence, if required (e.g., résumé packages, confirmation emails, interview information packages, etc.)

Academic coordination and student engagement

40%

- Maintain program records, maintain, compile and collate relevant statistics, and provide regular status reports
- Coordinate the submission of work term registrations and grades, ensuring that students are registered in their work terms, work term reports are reviewed for accuracy and quality prior to distribution, faculty and other markers evaluate work term reports according to program rubric, and work term grades have been entered into Banner for approval
- Liaise with Records and other departments with regard to grading and other academic regulations
- Adapt and distribute surveys to students; compile and evaluate results to determine co-op program effectiveness
- Liaise and maintain contact with other co-op programs at both UVic and other co-op institutions with regard to placement process information
- Determine and meet the needs of bridge and transfer students (e.g., communicating with these students prior to their arrival at UVic, apprising these students of relevant policy and procedures, etc.)
- Organize student work term preparation sessions, including résumé and interview preparation, student presentations, etc.
- Participate in the delivery of the student work term preparation program
- Assist students with career planning and in developing career related skills, referring complex situations to Co-op Coordinators
- Advise students regarding the academic and practical
### Other related administration and activities

20%

- Review application documents for students entering optional co-op programs, when appropriate
- Coach students on the writing of their work term reports, where appropriate
- Maintain website, relevant pages, resources and tools
- Collaborate in the development of written materials (brochures, newsletters, flyers, etc.) including researching, writing, and editing copy, reviewing design and publication
- Promote Co-op and Career programs and initiatives to students and employers on and off-campus, through classroom talks, high school visits, promotional booth displays, career fairs, answering inquiries (telephone, email, in-person)
- Coordinate career fair logistics, and other events as required
- Prepare reports for review by Program Manager
- Contribute ideas and advice to other members of the Co-op and Career team
- Undertake special projects, as required
- May participate on committees, as required

### 4. Classification Factors:

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<td>(a) Independence of action, authority and decision making:</td>
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<td>Makes decisions with respect to work methods including coordination of the on-campus placement process and related activities, with limited decisions around final placements. Decisions impacting Co-op Coordinators’ areas of responsibility are made with their consultation. Decisions impacting the program are made with the Program Manager’s consultation. Requires skills in advising, guiding, and facilitating to obtain co-operation or understanding where the information being communicated is specialized or sensitive, including teaching students and persuading employers regarding student employment related issues. Communications may often involve emotional situations. Placement Coordinators refers complex issues, financial and material recommendations and policy considerations to the Program Manager.</td>
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<td>(b) Accountability – scope and impact:</td>
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<td>The Placement Coordinator is responsible for all on-campus planning and delivery of the job placement process for mandatory, comprehensive co-op and career programs in assigned departments. Individual decisions in consultation with Program Manager related to the implementation, interpretation, and improvement of procedures and policies can have moderate impact on the development and delivery of assigned co-op and career programs. Individual decisions and actions in consultation with Program Manager in building and sustaining relationships with employers and students can have major impacts on the reputation and sustainability of the assigned co-op and career programs and the reputation of Co-operative Education Program and Careers Services overall and the University.</td>
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<td>(c) Supervision given and received:</td>
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<td>Placement Coordinator reports to and receives formal direction and guidance from their assigned Program Managers, working under their direction to establish priorities and daily</td>
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objectives to achieve agreed upon goals. Keeps Program Manager apprised of progress and seeks guidance in unusual situations.

The Placement Coordinator holds no formal supervisory responsibilities but may provide orientation to other staff on related work, or, may informally direct and coordinate the work of support staff or students/volunteer staff in the program area as they support related activities and events, as assigned by the Program Manager.

(c) Budget, Financial & Material resources:

No assigned budget, financial or material resources responsibilities. May participate in event planning and may make suggestions with regard to event expenditures; these decisions remain with the Program Manager.

(d) Problem-Solving

Solves problems within the scope of established processes applying to work related to students, marketing, scheduling, and orientation as well as case-specific strategies; and, including some investigation to modify methods and procedures. Refers issues requiring significant diplomacy or navigation through complex issues to Program Manager.

5. Summary of qualifications:

The successful candidate will have a university degree in an appropriate discipline and at least three years of related work experience in a post-secondary environment, or have an equivalent combination of education, training and work experience.

In addition, the position requires the following abilities:

• Work and communicate effectively orally and in writing, with tact and diplomacy, with a variety of internal and external contacts
• Demonstrated administrative and organizational skills
• Excellent team building skills with a demonstrated ability to work effectively with a team.
• Excellent interpersonal, cross-cultural, communication, public relations, and networking skills
• Experience working with students
• Demonstrated career planning skills
• Knowledge and awareness of discipline specific labour market conditions and trends
• A familiarity with spreadsheets and databases as well as knowledge of Student Management Systems such as BANNER and/or FAST.

The following are considered assets and may be given preference in accordance with specific vacancy requirements:

• Background in educational program delivery
• Administrative experience in a post-secondary or similarly sized and complex organization
• Experience in Co-op and Career Services

Date of Submission: ________________________________

Signature of Responsible Manager: ________________________________