UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Secretary/PB 6
TITLE: Practicum Assistant

DEPARTMENT: School of Social Work
POSITION NO: 997558

SUPERVISOR: Academic Administrative Officer
LAST UPDATED: February 2019

SUMMARY:
The main responsibility of the practicum assistant is to provide administrative support to the practicum coordinators, faculty liaisons, agency supervisors and students for all BSW and MSW practicum placements. The position also provides front office support to the department as a member of the front office team.

Each year the School of Social Work places between 350 and 400 students in practicum placements. The majority of these placement are located across Canada with some also located internationally. Within the practicum team, the practicum assistant plays a vital role in processing student applications, communicating administrative information to students, faculty liaisons, coordinators and field agencies and ensuring the student practicum tracking/data base information is up-to-date.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility:
   Support to Field Education Coordinators at the BSW and MSW levels. 50%

   Duties:
   - Admin Support to Coordinators to ensure effective and efficient delivery of field education.
     - Receive and process applications for practicum, student resumes, consent forms and file in the shared drive for the coordinators to access.
     - Enter data, track, generate reports, and reconcile electronic data on multiple internal and external databases including user technical support and initiation of maintenance with the software providers when needed in various collection systems:
       o HSD Data
       o When requested - HSPNet (Health Sciences Placement Network Utilizing);
       o FAST Student Reporting, reconcile registration with internal databases, generate class lists and run reports.
   - Assist with communication amongst key field education stakeholders meeting privacy and confidentiality guidelines:
     - Generate and send group e-mail notifications to students, faculty liaisons, field supervisors.
     - Organize student orientations, practicum fairs and seminars: Booking rooms, ordering food, speakers, advertisements, attendance lists, meeting minutes etc.
- Receive agency and student evaluations of placement, compile results and distribute to the director, liaison and/or coordinators.
- Track the collection of student information such as immunization records, criminal record check clearance letters, etc. (meeting various provincial regulations).
- Follow-up with the Ministry and or students regarding technical issues related to criminal record checks, i.e., student’s paperwork is not complete.
- Generate informational reports for General Counsel and Risk & Insurance Analysis, as required.

2. Responsibility:
Support to students – 30%

Duties:
- Respond to all emails, phone calls and in person practicum inquiries.
- As requested, create new student profiles on HSPNet and enter, track and confirm accepted student applications.
- Receive student practicum applications, resumes and consent forms, and file in the practicum shared drive. Follow-up on incomplete information with students, as required.
- Upload contract, mid-point and final evaluation forms for matched students.
- May be asked to e-mail student resumes and cover letters to preferred agencies and track for coordinators.
- Maintain confidential student information.
- Coursespace (Moodle) set up – upload students to IPS (Integrative Practice Seminar) site.

3. Responsibility:
Support to Liaisons – 10%

Duties:
- Provide non-academic support to practicum liaisons via phone, e-mail and in person.
- Assist liaisons with the use of CourseSpaces (Moodle).
- Create student class lists to provide to liaisons for grading.
- Enter practicum student grades on FAST and submit to the director for approval.
- Complete and submit grade change forms, as required.
- Create merge documents containing practicum information and faculty liaison contact information for students and agency supervisors.
- Coordinate student and agency evaluation of practicum for liaisons so they can include in their teaching dossier.
- Create and submit practicum expense claim forms in accordance with the Practicum Travel Policy.
- Follow-up with liaisons regarding INP grade progress.
- Liaise with DE Program Assistant to coordinate the development and set up of Coursespaces (Moodle) IPS sites (students, faculty liaisons, start dates).

4. Responsibility:
Support to agency supervisors – 5%

Duties:
- Respond to all emails and phone calls from practicum agency supervisors.
- Field questions from prospective practicum agencies.

5. Responsibility:
Back up Grad Secretary and general office support – 5%
**Duties:**
- Provide back-up support the Grad Secretary during her/his absence.
- Provide support with general office needs, boardroom bookings, scanning/photocopying/printing, special events etc.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Excellent administrative skills including word processing, Outlook, Microsoft Word and Excel, Internet Explorer, Coursespaces (Moodle), Data Bases.
- Inter personal skills including oral and written professional communication
  - Problem solving.
  - Able to juggle tasks and set priorities.
  - Strong organizational skills with attention to detail.

**Specialized Knowledge/Education:**
- Thorough knowledge of department and university policies and procedures relevant to field education is an asset.
- Thorough knowledge of practicum processes and policies is an asset.

**Experience:**
- Previous general office experience in a university environment.
- Familiarity working with database software and multiple databases.