PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991871, 998855, 994144, 993259, 993284, 993337, 993701, 995594, 998844, 998845, 998846, 998847, 998848, 998849, 998850, 998851, 998852, 998853, 998854, 998855, 998856, 998857, 998858, 998859, 998860, 998862, 998863, 998865, 998866, 998868</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Co-op Coordinator</td>
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<tr>
<td>Department:</td>
<td>Co-operative Education Program and Career Services</td>
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<tr>
<td>Reports to:</td>
<td>Program Manager</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_0__ Indirect_0__</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 13</td>
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<td>Last Updated</td>
<td>March 2019</td>
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2. Position Summary

The Co-op Coordinator will participate in the planning, development and administration of the co-op and career programs in assigned departments and is responsible for coordinating the academic and administrative aspect of the co-op and career program area(s) and other forms of experiential learning, as appropriate, including intake, preparation, and placement of students, job development, advising, promotion and liaison with the academic unit, student body and employer community.

Reporting to the Program Manager, and working closely with all programs in relevant Faculties and departments, the Co-op Coordinator will support the strategic direction and promote the program to and secure participation of prospective students, employers and the general public; maintain contact with participating employers and students; secure and coordinate placements for Co-op students with Co-op employers; conduct visits with employers and potential employers; monitor and evaluate student work terms; perform assigned undergraduate and graduate teaching or departmental activities (if appropriate); and assist students in developing career related skills. Co-op Coordinators are required to travel within Victoria, and overnight travel throughout Canada and internationally, where required, in order to develop opportunities with employers and support students on placements.

As a professional member of the Co-op and Career Services team, the Co-op 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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<tr>
<td>% of time</td>
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<tr>
<td>Program coordination, academic coordination and student engagement 40%</td>
<td>• Administer co-op and career programs and other forms of experiential learning, as appropriate, in assigned departments • Evaluate and screen student applications for admission to the co-op program (where appropriate)</td>
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- Maintain co-op program records, including co-op student placement records and employer job development records
- Coordinate the academic and administrative aspect of the co-op and career program area(s), including
  - Student admissions / intake
  - Student preparation and career development training
  - Job development
  - Placement of students
  - Student advising (in the workplace and with respect to academic course planning)
  - Promotion and liaison with the academic unit, student body and employer community
- Secure and coordinate placements for Co-op students with Co-op employers
- Arrange student placements by coordinating interviews
- Consult with students and employers, and make placement decisions as required
- Coordinate and evaluate the educational component of co-operative education work terms
- Conduct work site visits to monitor and assess the experiential learning environment of the work term, and resolve difficulties should they arise
- Participate in student preparation and career development training
- Advise students regarding the academic and practical aspects of Co-op programs, and advise students with regard to program planning
- Assist students with career planning and in developing career related skills
- Evaluate student work term reports
- Perform assigned undergraduate and graduate teaching or departmental activities (if appropriate)
- Review all potential co-op positions and evaluate their suitability for work term credit

**Employer engagement, marketing and networking 40%**

- Develop work term opportunities for students within specialized disciplines by initiating and maintaining professional contacts with employers
- Maintain contact with participating employers in order to determine the number and types of jobs available to students
- Attend networking events to market Co-op and Career to prospective employers
- Conduct job development using client relationship management strategies
- Conduct site visits with employers and job development with potential employers within Victoria, throughout Canada and internationally, where required
- Recruit new Co-op students by marketing the program
- Write and review promotional material for inclusion in marketing literature
- Promote the program to prospective students, employers and the general public
- Secure the participation of prospective students, employers and the general public
- Maintain contact with participating employers and students

**Strategic activities, and other related administrative activities 20%**

- Work with the Dean(s) or unit head(s) and related faculty in developing and delivering strategic direction and goals for the assigned Co-op and Career programs in the context of faculties’ academic objectives and University’s Strategic Plan
• Participate on faculty level committees
• Participate in developing program policy through committees and liaison with faculty and other governmental and educational institutions
• Facilitate the development of joint research interests between faculty, industry or other agencies.
• Travel as required to conduct job development trips and student work site visits within Victoria, throughout Canada and internationally, where required
• Prepare reports for review by Program Manager
• Liaise with other educational institutions, if appropriate

4. Classification Factors:

Problem-Solving:

Solves problems in developing employment opportunities that match the abilities of students available and often in the face of difficult economic conditions in the employing community. Resolves complex problems and varying and unique problems encountered by students, employers, and the university when work term situations cannot proceed as planned and, in doing so, protect the interests of all three parties to the Co-op process. Solutions require interpretation, evaluation and adaptation of procedures, policies and precedents. Investigation and innovative, strategic and creative thinking are required to develop new methods and procedures and to arrive at solutions that are unanticipated. Refers issues requiring significant diplomacy or navigation through complex systems to Program Manager. Collaborates with Deans, unit heads and committees on strategic planning and on resolving complex strategic program problems.

Responsibility for Financial & Material resources:

No assigned budget, financial or material resources responsibilities. Is required to follow university policy with regard to Travel and Hospitality expenditures. May participate in event and travel planning and may make suggestions with regard to event and travel expenditures; these decisions are referred to Program Manager.

Responsibility for Human Resources:

The Co-op Coordinator reports to and receives formal direction and guidance from their assigned Program Manager, working under their direction to establish priorities and daily objectives to achieve agreed upon goals; informed guidance is not readily available during site visits or activities off campus. Works with senior management on strategic direction, goals and problem resolution. Keeps Program Manager apprised of progress and seeks guidance in unusual situations.

The Co-op 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 in the program area and/or students/volunteer staff as required and assigned by the Program Manager.

Impact of Decisions and Actions:

Administers co-op and career programs in assigned departments and is responsible for coordinating the academic and administrative aspect of the co-op and career program area(s) and other forms of experiential learning, as appropriate. Participates in strategic planning and activities with Dean’s, unit heads and related committees. Individual decisions in consultation with Program Manager related relating to the implementation, interpretation, and improvement of procedures and policies can have major impacts on the development and delivery of assigned co-op and career programs. Individual actions and decisions 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.

**Independence:**

Makes decisions regarding employer and student suitability and marketing strategies. Makes recommendations regarding student performance, program policy, and potential joint research activities. Resolving problems in the workplace, including health and safety issues, behavioural issues, employment conflicts, etc. Requires skills in advising, guiding, and facilitating to persuade or influence and 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 complex or emotional situations. Refers expenditure or policy decisions to the Program Manager. Uses discretion in dealing with sensitive student or employer information.

5. **Summary of Qualifications:**

The successful candidate will have a related Master’s 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. Education and experience must reflect disciplines closely related to the degree programs in the co-op and career program disciplines found within the assigned Co-op and Career unit. An equivalent combination of education, training and work experience may be considered where appropriate.

**Engineering and Computer Science/Math Co-op and Career specific qualifications:**
- Master’s degree in engineering, computer science, or science, including education and experience in disciplines closely related to the degree programs in UVic’s Faculty of Engineering.
- Registration as a Professional Engineer with APEGBC or equivalent certification in computer science (or eligibility for registration/certification) would be considered a strong asset

**Business Co-op and Career specific qualifications:**
- Master’s degree in Business Administration or appropriate discipline, including education and experience in disciplines closely related to the degree programs in UVic’s Faculty of Business

**Optional and Professional Co-op and Career Programs specific qualifications:**
- Master’s degree in an appropriate discipline, including education and experience in disciplines closely related to the degree programs in the Optional and Professional Co-op and Career programs found in the UVic Faculties of Education, Fine Arts, Human and Social Development, Humanities, Law, Science or Social Sciences

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

- Background in educational program delivery
- Client relationship management
- Sales and/or marketing
- Co-op program experience

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<th>Employee's Signature:</th>
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<td>Manager's/Supervisor's Signature</td>
<td>Date:</td>
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