HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL STAFF
POSITION DESCRIPTION

Please read "Guide to Preparing Position Descriptions" before completing form.

A. IDENTIFICATION

Position Number: 64808

Position Title: Co-op Education Coordinator - Communication
(APSA Gr. 10)

Name of Employee: 
Department: Co-operative Education
Position Reports To (Title): Director, Co-operative Education
Description Prepared by: Director
Date: Sept. 2000

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Markets the Communication Co-op Program to employers, students, institutions, and the community. Assists students with learning outcomes and employment skills preparation, including resume, interview, and on-the-job requirements. Participates in the day-to-day administration of the program.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.
Indicate in the right hand column the percentage of time spent on each particular task.

<table>
<thead>
<tr>
<th>Description</th>
<th>% of Time</th>
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<tbody>
<tr>
<td>Counsels students regarding co-op qualifications, student learning outcomes, employability skills (e.g. resume writing, preparing employment applications and interview techniques) and academic and employment requirements.</td>
<td>25</td>
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<tr>
<td>Monitors student performance and learning experiences and resolves difficulties during student work terms by on-site visits, interviews, phone and correspondence with both employers and students.</td>
<td>20</td>
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<tr>
<td>Recruits employers by marketing co-operative education programs, to provide education related employment opportunities for undergraduate students.</td>
<td>15</td>
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<tr>
<td>Reviews employer requirements and objectives and student employment requests to design work term opportunities that are beneficial to both the employer and student.</td>
<td>10</td>
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<tr>
<td>Administers the Communication Co-operative Education program by advertising employment opportunities, reviewing applications and facilitating student employment opportunities.</td>
<td>10</td>
</tr>
<tr>
<td>Recruits students to the co-operative education program by marketing the program. Evaluates student work term reports and maintains academic and employment records.</td>
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<tr>
<td>Develops and participates in various co-operative education promotion activities and employment recruitment programs. Contributes in the planning and marketing of the overall co-operative education objectives and programs at the University.</td>
<td>5</td>
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<tr>
<td>Other duties as required.</td>
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D. DECISION MAKING

_i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?_

Facilitating resolution of difficulties with employers and students.

Within policy and procedure guidelines, the incumbent is expected to exercise independent judgment and show initiative in organizing his/her daily schedule in support of the overall goals of the program.

New marketing strategies, job preparation procedures and on-campus promotion strategy.

_i) Give some examples of the types of decisions the incumbent would refer to his/her supervisor._

Consultation on critical issues or serious problems with employers and students, e.g. student being fired. Clarification of Co-op policy and procedures.
E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible:-

Number of employees reporting directly to the position. _1_
Total number of employees for whom the position has direct responsibility. _1_

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

High degree of independence in day-to-day activities, however, works under general direction in accordance with objectives from the Program Manager and Director of Co-op and liaises effectively with other Program Coordinators.

G. UNUSUAL WORKING CONDITIONS

Combine program specific co-op procedures with the needs of the composite SFU Co-op Program. Site visits and marketing travel is required. Must have access to a vehicle. Some work regularly scheduled outside of typical work periods (i.e. weekend, early morning and/or evening work can be expected on occasion).

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Excellent knowledge of Co-op Education: theories, philosophy and experience.
Masters degree in appropriate area and 3 years’ industry experience which includes: experience in program marketing or an equivalent combination of education, training and experience.
Dynamic results oriented individual.
Excellent team, organizational and interview skills.
Good knowledge of both student and employer needs.
Experience with Communication curriculum and students.
Experience finding students employment opportunities.
Counselling and career planning skills.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.

| Co-op Education Director |
| Applied Sciences Co-op Program Manager |
| Co-op Education Coordinators (this position) |
J. APPROVALS

Incumbent's
Signature: ________________ Date:

Supervisor's
Signature: ________________ Date:

Signature of Next
Administrative Level ________________ Date:

SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING THIS POSITION DESCRIPTION, PLEASE FEEL FREE TO REFER TO YOUR SUPERVISOR OR TO THE MANAGER, COMPENSATION.