HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Numbers: 942, 30704, 64771, 96503, 104238, 111981, 111984, 121341

A. IDENTIFICATION

Position Title: Co-op Education Coordinator
Department: Work Integrated Learning
Position Reports To (Title): Manager, FAS and SIAT Co-op Education Program
Date: May 3, 2017

B. POSITION SUMMARY

Markets the Faculty of Applied Science 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

Employer Focused Duties (50%)

Recruits employers by marketing co-operative education programs, to provide education related employment opportunities for undergraduate students.

Reviews employer requirements and objectives and student employment requests to design work term opportunities that are beneficial to both the employer and student.

Student Focused Duties (35%)

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.

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.

Facilitates face-to-face and on-line career preparation workshops and contributes to on-line learning community.

Recruits students to the co-operative education program by marketing the program. Evaluates student work term reports and maintains academic and employment records.

General Duties (15%)

Administers the Co-operative Education program by advertising employment opportunities, reviewing applications and facilitating student employment opportunities.

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.

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.

ii) 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, such as dismissals, unsafe working conditions, international placements, and/or lack of supervision. Clarification of Co-op policy and procedures. Serious staff performance issues.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 0
Total number of continuing employees for whom the position has direct responsibility: 0

Note: May supervise temporary staff and/or Work Study students.

F. SUPERVISION RECEIVED

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

G. UNUSUAL WORKING CONDITIONS

Combines program specific co-op procedures with the needs of the composite SFU Co-op Program. Site visits and marketing travel is required. Ability to arrange suitable transportation to various work locations. 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

Master's degree in appropriate area and three years of related experience, which includes experience with the development and marketing of education related employment opportunities, curriculum program development, instructional design, web-based teaching and learning, and pre-employment and career preparation instruction, or an equivalent combination of education, training, and experience.

Excellent knowledge of student development, learning skills theory, research, and current employment trends and practices.

Excellent organizational, communication (oral and written), instructional, problem-solving, counselling, and interviewing skills.

Excellent marketing skills.

Excellent mentorship, team management and supervisory skills.

Excellent career planning skills.

Proficient in the use of a variety of software (e.g., word processing, database, presentation) and communication technologies for e-learning.

Ability to arrange suitable transportation to various work locations.