

COOPERATIVE EDUCATION COORDINATOR CENTRE FOR WORKPLACE EDUCATION (CO-OP)

BCIT's **Centre for Workplace Education** is looking for a **regular, full-time Cooperative Education Coordinator** to be responsible for placement of co-op students in appropriate training related jobs in industry, evaluation of student's co-op or experiential learning accomplishments, and academic development of co-op education programs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Marketing co-op programs to new employers and prospective students.
- Soliciting employers for new and recurring student employment opportunities.
- Career counseling.
- Teaching pre-employment classes.
- Planning and developing co-op education programs.

The Coordinator must maintain communication with students and employers, industry associations and others involved in the co-op education process. The successful candidate must also be able to work flexible hours and travel on occasion.

QUALIFICATIONS:

- Minimum of a bachelor's degree (ideally in applied sciences, business, engineering or technology); master's degree is preferred.
- Minimum of three years' experience in a post-secondary Cooperative Education operating environment or five years' experience in the employment transition services field dealing directly with clients and employers, or equivalent.
- Teaching and curriculum development experience at the post-secondary level.
- Excellent interpersonal and communication skills (written, verbal, listening and presentation).
- Knowledge of post-secondary technology and trades programs.
- Planning, organization, coordination and follow up skills.
- Client service oriented and able to work in a collegial environment.
- Proficient in computer applications including MS Office, email, Internet research and database management.
- Extensive marketing experience.
- Self-motivated and results oriented.
- Knowledge of provincial, federal, and international employment and labor policies an asset.
- A valid driver's license and the use of a dependable vehicle is preferred.

START DATE:	April 15, 2017.
SALARY RANGE:	\$50,718 to \$88,839 per annum. Salary based on education, experience and placement criteria as outlined in the Collective Agreement.
COMPETITION NUMBER:	17SF58
OPENING DATE:	March 15 th , 2017.
CLOSING DATE:	March 24 ^h , 2017.

