

## Posting Preview

Posting Details	
Title	Coordinator, Work Integrated Education
Posting Number	100797
Posting Date	11-25-2014
Closing Date	12-09-2014
Status	Faculty-Regular
Position Summary	<p>Reporting to the Director of Student Services &amp; Registrar, the Coordinator for Work Integrated Education is responsible and accountable to ensure the success of a sustainable work integrated program, including internship or co-op within the School of Business and School of Hospitality and Tourism and in accordance with the Authorized Course Descriptions (ACDs). The incumbent will also manage and coordinate the daily operation of the Employment Resource Centre.</p> <p>The Coordinator will deliver a pre-employment seminar (EMP 100) and provide support and guidance with student job search and approval of placement for all internship courses within the Schools of Business and Hospitality and Tourism.</p> <p>The Coordinator is expected to have considerable experience in the area of career development and employment services; developing and delivering career development workshops, supporting employment placements in business, and working with adults in the private or public sector.</p> <p>This position requires strong communication skills with particular attention to intercultural communication and the ability to clearly document the deliverables. The incumbent is innovative and well versed in Canadian and local labour markets. The incumbent is skilled in establishing and maintaining high functioning collaborative relationships and networks. The incumbent is an active and supportive member of the college and upholds the mission, vision and values of the College.</p>
Position Competencies	<ul style="list-style-type: none"> <li>- Creates a Positive Climate and Culture;</li> <li>- Effective Communication Skills;</li> <li>- Effectively Develops Goals &amp; Objectives;</li> <li>- Focuses Effectively on Key Results and Priorities;</li> <li>- Demonstrates a Focus on Continuous Improvement;</li> <li>- Interpersonal Effectiveness.</li> </ul>
	<p>1.0 Instruction, Evaluation and Student Support</p> <p>1.1 Implement and facilitate an evaluation system, methods, and timelines that meet the learning objectives in the Authorized Course Description for all School of Business and School of Hospitality and Tourism internship or co-op courses.</p> <p>1.2 Develop, plan and deliver pre-employment curriculum (resume/cover letter/interview) including EMP 100</p> <p>1.3 Evaluate and approve the appropriateness of work term opportunities for specific academic program objectives</p>

Duties and Responsibilities	<p>1.4 Provide support to students with establishing goals and learning outcomes as part of their job placement process.</p> <p>1.5 Hold regular office hours for student and employer interactions.</p> <p>1.6 Conduct work term/site visits to evaluate student performance for internship/co-op placements.</p> <p>1.7 Provide final assessment and grade for student performance in all internship courses in the School of Business and School of Hospitality and Tourism. Submit grade in a timely manner.</p> <p>2.0 Employer Development and Liaison</p> <p>2.1 Participate in career related networking and special events that promote students, programs and the institution (such as Global Leaders of Tomorrow mentorship program with Comox Valley Chamber of Commerce which supports student pathways and success).</p> <p>2.2 Identify opportunities for employers to participate in campus events and interact with students.</p> <p>2.3 Monitor business and employment market trends.</p> <p>3.0 Supervision of Human Resources and Program/Services Administration</p> <p>3.1 The Coordinator is responsible to the Director of Student Services/Registrar for the supervision and guidance to the Employment Resource Advisor.</p> <p>3.2 Maintain processes to build a foundation for internship/co-op programs and specifically identify systems to mediate and resolve student-employer communication and workplace challenges. This includes reviewing relevant policies and documentation to support the internship/co-op placement such as promotional materials, information bulletins, Student and Employer Internship Handbook, application forms, and evaluation forms for employers and students.</p> <p>3.3 Utilize database to maintain job descriptions, potential employer information and student profiles and qualifications for historical and continuing information sources</p> <p>3.4 Participate in orientation and other college wide student engagement activities.</p> <p>3.5 Collaborate with School of Business and School of Hospitality and Tourism Department Chairs and faculty. Participate in regular department meetings.</p> <p>3.6 Implement and maintains systems to analyze internship activity statistics and reports with the objective of informing long-term program design and sustainability.</p> <p>3.7 Provide regular progress reports to the Director of Student Services and Registrar.</p>
Required Education & Experience	<ul style="list-style-type: none"> <li>- Master's degree in a relevant field.</li> <li>- Minimum of five years' experience in post-secondary in career development and work placement</li> <li>- Experience teaching adults in the discipline of career development and pre-employment preparation</li> <li>- Experience working with inter-cultural backgrounds.</li> <li>- Recent education, training and expertise in current career development theory and practice.</li> </ul>
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> <li>- Well-developed marketing and public relations skills.</li> <li>- Ability to work both independently and within a team required.</li> <li>- Skills in providing career guidance, coaching and para-professional counselling services to students.</li> <li>- Understanding of and ability to communicate to employers the skills and knowledge gained from specific academic disciplines offering work based experience/learning (internship).</li> <li>- Strong planning and organizational skills, excellent communication and interpersonal skills, conflict resolution skills.</li> </ul>

	<ul style="list-style-type: none"> <li>- Knowledge of and experience using the diverse and extensive resources available for employment and work search success.</li> <li>- Current computing skills including MS Office suite and experience using databases combined with the ability to process computer data and to format and generate reports.</li> <li>- Valid BC driver's license and ability to travel is required.</li> </ul>
Pay Grade	
Location	Comox Valley (CV)
Department	Student Services, Comox Valley
Work Schedule	
Link to Job Description	
Appointment Start Date	12-15-2014
Special Instructions to Applicants	<p>Please scan copies of your transcripts into one document for attachment. If your transcripts are not available at the time of application, please attach a letter or certificate of confirmation from the educational institution.</p>