**Department of Human Resources**

**Job Title:** GraduatePlacement Coordinator

**Job Number:** A-395

**NOC:** 1221

**Band:** 8

**Department:** School of Graduate Studies

**Supervisor Title:** Manager, School of Graduate Studies

**Last Reviewed:** January 20, 2020

**Job Purpose**

Reporting to the Manager, School of Graduate Studies and working in collaboration with various graduate programs, the Placement Coordinator acts as a resource to all Graduate Programs with experiential learning opportunities. The Placement Officer will serve as a liaison to provide students with appropriate placement matches and valuable learning experiences in the Master of Bioenvironmental Monitoring and Assessment degree and work to support the placement process in other graduate programs by guiding the administrative process. The incumbent is responsible for complex communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the University. The Graduate Placement Coordinator helps to recruit new hosts within the community for the Master of Bioenvironmental Monitoring and Assessment degree.

**Key Activities**

*Placement Support*

1. Initial contact for all queries related to experiential learning and placements for graduate students in the Bioenvironmental Monitoring and Assessment graduate program.
2. Promotes positive and long-lasting working relationships with placement partners.
3. Identifies untapped opportunities to provide access to a greater range of placement settings and opportunities. Also works with program faculty to identify appropriateness of new and ongoing placements for students
4. Leads the development and annual review of placement related materials, policies and procedures. Works with the School of Graduate Studies team to ensure relevant information for students participating in a placement and placement partners is available on the School of Graduate Studies website.
5. Liaises with Risk Management, Student Health Services, Career Services, Student Accessibility Services, Graduate Programs, Dean of Graduate Studies and or Manager, School of Graduate Studies to discuss placement health and safety, policies and protocols.
6. Liaises with Director of Master of Bioenvironmental Monitoring and Assessment to coordinate placements for students in this program.

*Student Support*

1. Advises students of potential placements in the Master of Bioenvironmental Monitoring and Assessment degree that match their interests and are suitable given their area of study and location. Assists students with making informed choices about their placement requests.
2. Provides guidance to BEMA students seeking non-traditional placements that require special or unique student requirements.
3. Provides confidential support to BEMA students to navigate placement related issues in a wide variety of different areas including personal challenges, medical concerns, difficult conversations with placement leaders/supervisors etc. Must utilize conflict resolution skills and strong communication skills to prevent a concern or conflict form escalating. Communicates about potential placement problems with graduate Program Directors and the Manager, School of Graduate Studies and/or the Dean of Graduate Studies as required.
4. Initiates follow up in the event of a student injury while on placement or internship. Updates reports and forms as needed.

*Communications*

1. Communicates with BEMA placement partners regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; accepts, declines or confirms requests;
2. Liaises with organizations affiliated with the BEMA program as per needs of the programs and/or requests of students, through telephone, email and on-site visits.
3. Negotiates reviews and maintains all agreements related to placements and acts as a liaison for legal liability and liability insurance coverage. Consults with university legal counsel and risk management as needed.
4. Maintains regular communication with placement contacts to ensure placement expectations and deadlines are followed throughout placement period. Provides placement partners with updated information re: course syllabi, course objectives, policies, relevant forms, and assessments.
5. Participates and represents the School of Graduate Studies at recruitment or other related events as required.

*Administration*

1. Develops and maintains database of all placement partners and relevant contact information. Ensures accurate record keeping of all placement requirements.
2. Notifies students and faculty of non-academic placement requirements in relation to letters of agreement, confidentiality forms, certification of health and immunization, criminal records checks, vulnerable sector checks, additional organization-specific requirements, orientation and international placement restrictions and responsibilities.
3. Prepares, distributes, receives and tracks assessment forms associated with placements in BEMA. Ensures accurate record keeping of placement requirements for graduation purposes in BEMA.
4. Ensures that student files are updated with all required documentation related to placement opportunities.
5. Works to streamline processes and improves coordination and communication among organizations that place and receive students.
6. Assists with drafting funding proposals and financial agreements for paid placements, and manages placement funding budgets and reporting in BEMA.
7. Seeks new opportunities for placement funding with government or other organizations in relation to BEMA.
8. Participates in School of Graduate Studies team meetings, all meetings related to the placement of graduate students, and represents the School of Graduate Studies as required on committees and working groups (i.e. Experiential Learning Working Group).
9. Assists the Dean, Directors, faculty and staff with annual review and evaluation of student placement experiences and program evaluation.
10. Other duties as required.

**Education**

Honours University Degree (4 year) preferably in a science-related field required

**Experience Required**

* At least 2 years of current related-experience including managing and coordinating placements, networking, and community-relations.
* Strong communication skills, both written and verbal.
* Strong organizational and problem solving skills with attention to detail.
* Ability to work with community partners in a collaborative manner.
* Demonstrated computer skills (MS Office, databases)
* Ability to write proposals to solicit funds from government or other entities for funded placements
* Project management and teamwork skills with a high level of self-directedness.
* Initiative, tact, diplomacy and personal relation skills required
* Project management and teamwork skills required with high level of self-directedness.
* Demonstrated presentation skills
* Ability to preserve and maintain confidentiality
* Ability to interpret learning experience needs of students with possible career avenues.
* Ability to work well under pressure and manage multiple priorities.