**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Administrative & Internship Coordinator (Durham)

**Job Number:** A-253

**NOC:** 1221

**Band:** 7

**Department:** Business Administration

**Supervisor Title:** Director, Business Administration Program

**Last Reviewed:** September 11, 2009

**Job Purpose**

The Coordinator assists the Director and Associate Director with a number of aspects of the administrative needs of the Business Administration Program, and particularly that of the internship program for Trent BBA students. The position will be Durham campus based.

**Key Activities**

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| **Undergraduate Internship Program:**   1. Administers the student internship program in Oshawa and assists the Faculty Supervisor of the student internship credit courses – e.g. maintains a database of students and internship sites, assists in matching students and internship sites, communicates with internship sites/employers, publicizes the internship program, does pre and post internship communication with both interns and site supervisors. 2. Internship Company Site Outreach: Working with the Director and Faculty Supervisor, develops annual outreach plan to meeting internship posting targets. 3. Outreaches to new and current internship sites to encourage them to post internship positions. 4. Attends professional networking events to promote and raise awareness of the program. 5. Understands and interprets the established guidelines, procedures, and processes for the internship program in order to accurately direct and advise students and internship company sites, and to ensure the integrity of the program. 6. Acts as key point of contact for internship program for students, faculty, staff, and companies. 7. Guides internship company sites through the student internship matching cycle including job posting, company information sessions, interviewing, ranking and tracking offers and acceptances. 8. Conducts on-site company visits as part of due diligence for Risk Management procedures and university policies. 9. Ensures that information for the internship programs is up-to-date online and in other materials. 10. Organizes events such as student interview fair, internship program information sessions, internship program booths at career fairs, student and company recognition events and other on-campus events. 11. Maintains records for all program information, compiles statistics and prepares content for reports. 12. Obtains feedback from employers, students, and partners to inform recommendations for improvements to the program and processes. | **60%** |
| **Program Administration Support:**   1. Maintains database of course offerings and enrollments and prepares forecasts of course demand for use by the Director in program planning. 2. Assists faculty in determining acceptance into limit-enrollment courses; maintains database of course requests, waiting lists and availability of space in classes. 3. Liaises with Registrar’s Office, Trent faculty and other units on enrollment issues. 4. Aids Director and Associate Director in transfer credit and course equivalency assessment. 5. Creates various reports using IRIS student reporting software (i.e. enrolment trends, class section enrolment tracking). | **10%** |
| **Student Advising:**   1. Responsible for routine Business Administration student advising and oversees/supports advising by faculty. 2. Reviews student records and provides advice about Business Administration and university requirements; liaises with Senior Tutor, Trent @ Oshawa staff and student services; develops and edits student handbook. 3. Interprets current and past university and departmental regulations and advises students on academic planning Liaises with other university departments that provide student assistance and refers students to various university resources if needed | **10%** |
| **Communication and Public Relations:**   1. Organizes department participation in public relations events in Oshawa, such as open houses and school visits. 2. Edits student handbook and other promotional material. 3. Designs and maintains website, with an emphasis on providing timely information to students at Oshawa campus. | **10%** |
| **Policy and Procedures:**   1. Develops and maintains a department policy manual. 2. Provides support for department committees - e.g., research services such as comparisons with curriculum at other universities, data on majors, relationship between grades in particular courses and subsequent performance, etc. 3. Administers and summarizes course evaluations. | **5%** |
| Other duties as assigned. | **5%** |

**Education**

Honours University Degree (4 year) in a related field such as Business Administration required. Graduate degree in Business Administration or a related field is strongly preferred.

**Experience Required**

* Experience with Oshawa area businesses and professional communities required.
* Excellent interpersonal and communication skills, especially written and presentation skills.
* Experience with facilitation and small group management.
* Minimum of one year experience with an internship, cooperative education or other experiential education program that includes student advising is required.
* Knowledge of experiential learning theory and practices and university risk management policies
* Experience with program coordination.
* Self-starter with ability to work independently.
* Ability to adapt to emerging technology and new software. Strong computer skills especially Microsoft Office.
* Able to be flexible with working hours and ability to travel with access to a vehicle.
* Excellent writing/research/editing and organizational skills with demonstrated skills requiring sound professional judgement, problem-solving, policy interpretation, accuracy and attention to detail.
* Demonstrated time management skills with the ability to work effectively with competing deadlines and priorities.
* Demonstrated planning skills to coordinate his/her own work and that of others and the ability to work co-operatively, exercising tact and diplomacy with various university and community stakeholders.
* Strong writing, editing, evaluation and feedback skills and experience.
* Knowledge of the Trent community.
* Knowledge of the Oshawa and area community across multiple sectors.
* Strong financial management skills.