**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Department Coordinator and Placement Officer, Biology

**Job Number:** A-281

**NOC:** 1221

**Band:** 9

**Department:** Biology Department

**Supervisor Title:** Chair, Biology Department

**Last Reviewed:** January 30, 2018

**Job Purpose**

The Program Coordinator assumes responsibility for all academic undergraduate advising of Biology students. The Program Coordinator is also responsible for enrollment management; all classroom and laboratory timetabling in Peterborough and Oshawa, and provides enrollment and course demand information to assist Chair in long-range planning.

The Placement Coordinator acts as a liaison to coordinate unpaid placements and internships that provide Biology and Biomedical students with appropriate learning experiences with a focus on the Biology courses 4400Y, 4450Y and 4460H. The Placement Coordinator is responsible for professional communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the university. The Placement Coordinator reviews and advises students regarding specific placement requirements and restrictions. The Placement Coordinator is also available to review and advise other science departments on development and operation of new placement, internship or co-op initiatives.

**Key Activities**

*Advisory Responsibilities*

1. Is responsible for all Biology academic advising in Biology (approximately 900 majors and joint-majors).
2. Reviews student records and provides advice to students about Biology and university requirements, including degree audits to determine eligibility for graduation.
3. Coordinates Open House events, attends Outreach Events
4. Provides advice regarding graduate school and medical school (and other professional schools) for preparatory course selection and application processes.
5. Liaises with Academic Advisors, Trent Online, and other academic departments
6. Prepares and maintains student handbook.
7. Prepares and maintains new instructor handbook
8. Communicates with students and promotes department through social media (e.g., maintains Twitter feed.)
9. Responsible for responding to requests from secondary school students and guidance counsellors.
10. Monitors and advises on articulation and transfer agreements as they relate to Biology.

*Timetabling, Enrollment Management and Planning*

1. Liaises with Faculty, Staff, Registrar’s Office and other programs (e.g., Nursing, Forensic Science, Chemistry) to develop classroom and laboratory timetables in Peterborough and Oshawa throughout the year, and establish priority registration management plans; manages waitlists
2. In conjunction with faculty and the Chair of Biology, answers and makes decisions regarding prerequisite waiver requests
3. Maintains database of course offerings and enrollments and prepares long-range forecasts of course demand for use by the Chair in program planning.
4. Assists with program planning.

*Teaching Support*

1. Maintains departmental database on teaching support needs; assigns graduate students to appropriate GTA positions while considering union requirements and student and faculty preferences, prepares and signs GTA contracts on behalf of Chair
2. Summarizes Academic Assistant (AA) needs.
3. Prepares AA budget to submit to the Dean’s Office for Fall, Winter, and Summer sessions and responsible to ensure that this budget is met.

*Placement and Internship Support*

The Placement Officer coordinates Biology and Biomedical placements and internships in a variety of discipline-related settings across the province and country.

1. Develops policies and procedures for the placement and internship process acknowledging health, safety and academic requirements.
2. Visits all placements at least once a year to determine safety and maintain positive relationship with host.
3. Develops forms and student/agency information regarding the placement and internship process and requirements.
4. Supports students in seeking and securing untapped opportunities to provide access to a greater range of placement settings.
5. In collaboration with the host and the Coordinators of the Health Sciences Specialization, the Conservation Specialization, and the Biomedical Program, advises students of the required documentation and receives this documentation.
6. Prepares, distributes, receives, and tracks assessment forms associated with placements and internships.
7. Develops and maintains database of all placement and internship sites and contact persons.
8. Prepares the “Letter of Agreement” for all new hosts.
9. Coordinates and advises on all agreements related to placements and internships as well as student insurance.
10. Consults with university legal counsel and risk management as needed.
11. Ensures accurate record keeping of placement and internship requirements for graduation purposes.
12. Maintains all records associated with placements and internships.
13. Promotes positive relationship with placement and internship agencies.

*Student Support and Planning*

The Placement Coordinator operates from a solid understanding of placement and internship health, safety and academic requirements. She/he also has a sound progressive knowledge of career development and management.

1. Initiates student placement or internship goals and agency contacts.
2. Receives and reviews student placement or internship interests and discusses goals and objectives with students keeping geographical, practical and realistic availability in mind.
3. Acts as a resource person for situations when students require assessment and follow-up remedial activities following an extended absence from placement or internship.
4. Counsels students about placement or internship opportunities that match their interest and career goals; assists students with making informed choices about their placement or internship requests.
5. Provides guidance to students seeking non-traditional placements internships or that require special or unique student requirements.
6. Keeps track of placement or internship start dates, end dates and assignment due dates.
7. Liaises with Risk Management, Student Health Services, Career Services, Academic Skills, and Student Accessibility Services, Registrar’s Office, Dean’s Office and respective departments to discuss placement health, safety, policies and protocols.
8. Initiates follow up in the event of a student injury while on placement or internship. Updates reports and forms as needed.

*Communication*

1. Provides single point-of-contact for students, agency hosts and faculty regarding placements and internships.
2. Provides agencies with updated information re: course syllabi, course objectives, relevant forms and assessments.
3. Attends placement and internship meetings as required.
4. Notifies students and faculty of non-academic placement and internship requirements in relation to letters of agreement, confidentiality forms, certification of health and immunization, criminal record checks, vulnerable sector checks, additional agency-specific requirements, orientation and international placement restrictions and responsibilities.
5. Provides placement and internship input university-wide as required.

*Operations and Administration*

1. Guides the administration of placement and internship paperwork.
2. Maintains an up-to-date inventory of placement and internship sites and contact people.
3. Streamlines processes and improves coordination and communication of the placement and internship processes.
4. Designs, updates and maintains forms for placements and internships.
5. Participates in departmental and university meetings as required.
6. Other related duties as assignment.

*Other Administrative Responsibilities*

1. Maintains database of CUPE Right of First Refusal (RFR) requests and evaluations.
2. Prepares letters for RFR candidates to advise of requirements and liaises individually to provide information., collects all necessary documentation from RFR candidates including student evaluations, preparing spreadsheet for personnel committee summarizing applicants’ qualifications and documentation
3. Prepares and maintains department policy manuals for use by faculty, part-time instructors and staff.
4. Sits on the departmental curriculum committee.
5. Maintains database of departmental scholarships and awards; arranges undergraduate awards ceremony each year.
6. Prepares a summary of all eligible students for scholarships and prizes, including matching students to prize criteria.
7. Sits on the departmental scholarship committee.
8. Monitors trust funds.
9. Advises and monitors new scholarship and prize initiatives
10. Responsible, in consultation with the Chair, for academic calendar copy and updates
11. Prepares some USC applications for changes to courses

**Education**

* Master of Science degree in Biology or related discipline

**Experience Required**

1. At least 3 years of current-related experience including managing and coordinating placements/internships, networking, and community-relations.
2. Strong organizational and problem solving skills with attention to detail.
3. Initiative, tact, diplomacy and personal relation skills required.
4. Project management and teamwork skills with a high level of self-directedness.
5. Demonstrated presentation skills.
6. Strong communication skills, both written and verbal.
7. Ability to work with community partners in a collaborative manner.
8. Advanced computer skills.
9. Ability to preserve and maintain confidentiality.
10. Ability to interpret learning experience needs of students with possible career avenues.
11. Ability to work well under pressure.
12. Computer applications (including word processing, spreadsheets, databases and Internet) as these relate to the academic environment.
13. Excellent interpersonal and diplomatic skills; excellent communication skills, both oral and written.
14. Demonstrated ability to maintain confidentiality.
15. Demonstrated self-directed and independent problem-solving and work experience.
16. Experience with undergraduate students
17. Experience with social media