**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Placement Coordinator

**Job Number:** A-283

**NOC:** 1223

**Band:** 9

**Department:** Forensics Science

**Supervisor Title:** Chair, Department of Forensics

**Last Reviewed:** January 30, 2018

**Job Purpose**

The Placement Coordinator acts as a liaison to coordinate unpaid placements and internships that provide Forensics Science students with appropriate learning experiences. The Placement Coordinator focuses on but is not limited to FRSC 3020H, 4020D, 4890Y. She/he 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 on specific placement requirements and restrictions. She/he is also available to review and advise other science departments on development and operation of new placement, internship or co-op initiatives.

**Key Activities**

*Placement and Internship Support;*

The Placement Coordinator coordinates Forensics Science placements and internships in a variety of discipline-related settings across the province, country and internationally.

1. Develops policies and procedures for the placement and internship process acknowledging health, safety and academic requirements.
2. Develops forms and student/agency information regarding the placement and internship process and requirements.
3. Supports students in seeking and securing untapped opportunities to provide access to a greater range of placement settings.
4. Prepares, distributes, receives and tracks assessment forms associated with placements and internships.
5. Develops and maintains database of all placement and internship sites and contact persons.
6. Coordinates and advises on all agreements related to placements and internships as well as student insurance.
7. Consults with university legal counsel and risk management as needed.
8. Ensures accurate record keeping of placement and internship requirements for graduation purposes.
9. Maintains all records associated with placements and internships.
10. 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;*

Provides single point-of-contact for students, agency hosts and faculty regarding placements and internships.

1. Provides agencies with updated information re: course syllabi, course objectives, relevant forms and assessments.
2. Attends placement and internship meetings as required.
3. 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 records checks, vulnerable sector checks, additional agency-specific requirements, orientation and international placement restrictions and responsibilities.
4. 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.

**Education**

Masters Degree in Science or related discipline.

**Experience Required**

* At least 3 years of current-related experience including managing and coordinating placements/internships, networking, and community-relations.
* Strong organizational and problem solving skills with attention to detail.
* Initiative, tact, diplomacy and personal relation skills required.
* Project management and teamwork skills with a high level of self-directedness.
* Demonstrated presentation skills.
* Strong communication skills, both written and verbal.
* Ability to work with community partners in a collaborative manner.
* Basic computer 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.