**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Practicum/Placement Coordinator

**Job Number:** A-323

**NOC:** 1223

**Band:** 7

**Department:** First Peoples House of Learning/Department of Indigenous Studies

**Supervisor Title:** Director, First Peoples House of Learning

Chair, Indigenous Studies

**Last Reviewed:** September 21, 2016

**Job Purpose**

The Practicum/Placement Coordinator acts as a liaison to coordinate unpaid practicums and placements that provide Indigenous students, Indigenous studies students and School of Education students with appropriate learning experiences. The Practicum/Placement Coordinator is responsible for complex communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the University. The Practicum/Placement Coordinator advises students on placement requirements and opportunities in Indigenous and non-Indigenous community organizations.

**Key Activities**

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| **Practicum/Placement Support** The Placement Coordinator arranges placements in a variety of settings in the Peterborough area. Following consultation with FPHL, INDG Studies and SoE, the Coordinator is responsible for negotiating and arranging practicum and placement experiences which meet the educational requirements for undergraduate students in Indigenous Studies courses or students enrolled in the Indigenous Bachelor of Education. The Coordinator:   1. Develops protocols for selection and evaluation of Practicum and Placement sites and negotiation for prospective sites; 2. Assists in evaluating the appropriateness of practicum/placement experiences and make necessary changes; 3. Identifies untapped opportunities to provide access to a greater range of practicum/placement settings; 4. Projects student placement needs in collaboration with the Director of FPHL, Chair, Indigenous Studies and Dean, School of Education and Professional Learning; 5. Communicates with practicum placement organizations regarding plans for student practicum placements (dates, student numbers, etc.); monitors status of practicum/placement requests; approves or declines requests; 6. Promotes positive working relationships with practicum/placement agencies and other institutions. 7. Prepares, distributes, receives and tracks assessment forms associated with practicum/placements. 8. Develops and maintains database of all practicum sites, placement sites and contact persons. 9. Ensures accurate record keeping of practicum/ placement requirements for graduation purposes. | **30%** |
| **Student Support and Planning** The Coordinator operates from a solid understanding of practicum/placement safety and academic requirements. The Coordinator also has a sound progressive knowledge of career development and management.   1. Establishes processes for matching students with practicum/placement opportunities; 2. Receives and reviews student practicum/placement interests and discusses goals and objectives with students keeping geographical, practical and realistic availability in mind; 3. Identifies students who may require assessment; 4. Provides guidance to students seeking non-traditional placements or that require special or unique student requirements; 5. Counsels students about practicum/placement opportunities that match their interests and aspirations; assists students with making informed choices about their practicum/placement requests; 6. Liaises with Risk Management, Student Transitions and Careers, Student Accessibility Services, and the Registrar’s Office. 7. Initiates follow up in the event of a student injury while on practicum/placement. Updates reports and forms as needed. | **35%** |
| **Communications**  Provides single point-of-contact for students, hosts and faculty regarding practicums/placements.   1. Provides organizations with updated information re: course syllabi, course objectives, relevant forms and assessments. 2. Attends practicum/placement meetings as required. 3. 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 agency-specific requirements, etc.; 4. Provides placement input university-wide as required. 5. Delivers presentations to groups, large and small, to disseminate information about practicum/placement opportunities and processes. | **15%** |
| **Operations and Administration**   1. Guides the administration of practicum/placement paperwork 2. Maintains an up-to-date inventory of practicum/placement sites and contact people. 3. Streamlines processes and improves coordination and communication of the practicum/placement processes. 4. Designs, updates and maintains forms for practicum/placements. 5. Participates in departmental and university meetings as required. 6. Other related duties as assigned. | **20%** |

**Education**

Honours Degree

**Experience Required**

1. Two to three years of current experience including managing and coordinating practicums/placements, networking, and community-relations
2. Strong communication skills, both written and verbal
3. Ability to work with community partners in a collaborative manner
4. Demonstrated computer skills
5. Strong organizational and problem solving skills with attention to detail
6. Initiative, tact, diplomacy and personal relation skills required
7. Project management and teamwork skills required with high level of self-directedness.
8. Demonstrated presentation skills
9. Ability to preserve and maintain confidentiality
10. Ability to interpret learning experience needs of students and match them to the capabilities of placement agencies
11. Ability to work well under pressure
12. Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff