#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Coordinator, Placements, Internships and Co-ops

**Job Number:** A-376 | VIP: 1956

**Band:** OPSEU-9

**Department:** Department of Biology

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

**Last Reviewed:**  November 6, 2023

#### **Job Purpose:**

Reporting to the Chair of Biology, assumes responsibility for the placement and co-op program for Biology by providing superior service to students and employers. Plays a key role in generating opportunities for experiential learning for students through the development of new relationships with community partners and fostering of existing relationships. This position is responsible for coordinating the day-to-day administration of the co-op and placement programs and maximizing opportunities for students.

#### Key Activities:

##### Undergraduate Placement/Internship/Co-op Programs – Agency Support, Student Support and Planning

* The Coordinator operates from a solid understanding of placement, internship and co-op safety and academic requirements. She/he initiates the contracts required between Trent University and the host agency. Negotiates, reviews, and maintains affiliation agreements/work education agreements with host sites and acts as a liaison for legal liability, confidentiality, insurance coverage, WSIB, health and safety and authorized signatures. Consults with university legal counsel and risk management as needed.
* Develops and maintains database of all placement, internship, and co-op sites and contact persons.
* Liaises with Careerspace, Risk Management, Academic Advising, Trent International, Academic Skills, Student Accessibility Services, the Registrar’s Office, and other student services.
* Receives and reviews placement, internship, and co-op interest requests and questions from students and agencies.
* Counsel students about placement and internship opportunities in fourth year that match their interests and aspirations, assists students with making informed choices about their internship or placement requests. Counsel Co-op students, all of whom are direct entry, on courses and work terms as they progress through program.
* Liaises with agencies and organizations and students to confirm details of placement, internship, and co-op matches and student/instructor orientation and onboarding processes.
* Reviews placement and internship student applications.
* Guides all students through resume, cover letter, and interview preparations. Conducts in-person advising appointments and advises on additional resources, if necessary.
* Conducts promotional presentations (in class, remote and at Trent events) to promote the programs.

##### *Biomedical Science and Conservation Biology Placement and Internship Programs (Peterborough):*

(2 cycles, September and January.) Placements and internships are unpaid part time learning opportunities with a local, provincial, or national agency. Develops and maintains Blackboard pre-placement site, coordinates matching process and student interviews, all pre and post communication with both students and company supervisors, updates and tracks all relevant paperwork re health and safety, remote or in-person, confidentiality, employment training modules, and student consent. Develops and maintains a handbook for use by supervisors and students. All onboarding preparation for students to begin their placements (immunizations, police checks, etc.). Coordinates all career workshops and Life After Trent Sessions in partnership with Careerspace as part of the student’s coursework. Works closely with the Faculty for the course around student issues while out on placement/internship and administers the host supervisor performance evaluation for the course.

##### *Conservation Biology Co-op:*

(3 cycles, September, January, and May) Limited enrolment, Honours degree program with study terms and paid work terms. Coordinated by the Biology Department and in partnership with Trent Careerspace. Work terms are four months in length, are full time paid employment and can be anywhere in Canada. Develops and maintains Blackboard pre-co-op site, coordinates postings, all pre and post communication with both students and company supervisors, updates and tracks all relevant paperwork re health and safety, confidentiality, employment training modules and student consent. Develops and maintains handbook. All onboarding preparation for students to begin their co-ops (immunizations, police checks, work permits etc.) Accepts all student self-evaluations and employer evaluations after completion of the work terms. Updates ORBIS student record for their experiential learning transcript once placements, internships and co-ops are confirmed. Works closely with the Faculty Coordinator around student issues while out on co-op work terms and the performance evaluation for each work term.

##### *Host Company Site Outreach and Relationship Building:*

* Working with the Faculty Coordinator, develops annual outreach plan to meet posting targets for placements, internships, and co-ops. Outreach to new and current sites to explain the different opportunities and persuade them to host positions. This includes in-person visits, as well as phone, email or zoom appointments. Outreach consists of the recruitment of new hosts as well as fostering and maintaining the relationship with current sites to persuade them to post opportunities on a regular basis. Mend relationship with host site when poor student performance hurts the association.
* Guides host company sites through the creation of job postings, the options for in-person or remote work hours, the student matching cycle, company information sessions, interviewing, ranking, and tracking offers and acceptances and all risk forms. Ensures postings meet academic course requirements.
* Conducts company site visits as required as part of due diligence for risk management procedures, university policies for new hosts and student performance.
* Attends professional networking events to promote and raise awareness of the programs.
* Understands and interprets the established guidelines, procedures, and processes for the placements, internships, and co-ops in order to accurately direct and advise students and host company sites, and to ensure the integrity of the programs.
* Acts as key point of contact for Biology Department, internships, and co-ops for students, faculty, staff, and companies. Advise on best practices relevant to experiential learning. Develops policies and procedures for partners and students to meet requirements and responsibilities.
* Ensures that information for placements, internships and co-ops are up-to-date online and in other recruitment materials.
* Organizes and runs events such as placement, internship and co-op information sessions, student interview sessions, booths at career fairs, student and company recognition events and other on-campus events.
* Maintains records for all program information, compiles statistics and prepares content for reports. Solicits student testimonials.
* Obtains feedback/conducts surveys from employers, students, and partners to inform recommendations for improvements to the programs and processes.

##### Career and Employment

* Participates in campus orientation, and recruitment events.
* Liaises with Careerspace to develop and/or deliver career and further education related student workshops, information sessions and events based on students’ needs.
* Promotes Career Services to all Biology students.
* Advises students on career exploration and employment preparation activities.
* Meets individually with students for resume/cover letter critiques and interview preparation.
* Research relevant career information for the purpose of updating resources and informing students, including departmental experiential programs.

##### Communication and Public Relations

* Edits student handbook and other promotional material. Attends Open Houses and other recruitment events.
* Provides content updates for Departmental website.
* Assists with Departmental events such as Life After Trent, and Awards Ceremony.

#### Education Required:

* Honours Bachelor’s Degree (4 year) in a related field required.

#### Experience/Qualifications Required:

* Minimum of three (3) years’ experience with placement/internship, cooperative education or other experiential education program that includes student advising is required.
* Experience with Peterborough area organizations and professional communities preferred.
* Excellent interpersonal and communication skills, especially written and presentation skills and ability to provide effective feedback.
* Experience with facilitation and small group management.
* 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 technologies 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. Must have an Ontario Drivers Licence.
* 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 accurately and effectively in stressful conditions with competing deadlines, tight deadlines, frequent interruptions and changing 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.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Responsibility for the Work of Others

*Indirect - students*

##### Communication

##### *Internal*

##### *• Students - Placements/internships/co-ops – updating resume or cover letter, confirmation of host agencies, problem while in placement*

##### *• Faculty - to consult with them (placement/internship/practicum courses, student records, curriculum)*

##### *• Communications – provides them with student success stories for students on placements, past students, and other interesting experiential learning related stories*

##### *• Trent International Program – consults regarding registration for international students and access to placements/internships and co-ops and work permits*

##### *• Careerspace and other Placement/Internship Coordinators – best practices for student application, recruitment of employers, risk management concerns*

##### *• Registrar’s Office – Registering students in placement/internship/co-op courses upon completion of risk management documentation*

##### *• Alumni House – sharing of data regarding alumni as potential guest speakers or placement hosts*

##### *• Colleagues – share best practices and collaborate on events and workshops with other placement and co-op coordinators at the university*

##### *External*

##### *• General Public – answers questions, refer to appropriate individuals*

##### *• Parents/Future Students – provide general information regarding experiential learning opportunities, as required*

##### *• Alumni – provide program information and direct queries to appropriate source; interact with Alumni at special events, donor recognition at Award ceremonies*

##### *• Employers – in the recruitment of new placement/internship/co-op hosts, in negotiating agreements and explaining complex opportunities, in determining the best fit, in fostering the ongoing relationships and in mending the relationship due to poor student performance or terminated placements*

##### *• Employer Supervisors – re student performance in placements/internships/coops*

##### Motor/ Sensory Skills

*• Fine Motor Skills/Dexterity – keyboarding, data entry, database management, accuracy very important, speed important, ability to jump from task to task due to competing priorities*

*• Coordination – filing, organizing opportunities*

*• Hearing and touch – responding to student, host agency and faculty queries, computer use, responding to telephone and people in the office*

*• Sight – computer use, reading various reports and data, different computer software, multiple screens*

##### Effort

*Mental*

*• Multiple competing demands and deadlines, changing and conflicting priorities*

*• Long periods of visual attention and sustained concentration required – during student appointments need to provide same focus and attention to each student even though content is repetitive; or could spend full day editing job postings, blackboards and databases*

*• Inputting, proof reading to verify accuracy and completeness of data, compiling information from various sources, database management,*

*• Frequent interruptions and distractions, continuous re-prioritization of work*

*• Attention to detail and accuracy very important*

*• Ability to work under pressure in a complex work environment*

*Physical*

*• long periods of sitting at desk on computer keyboarding or meetings with students and community partners*

*• some standing at open houses/fairs*

*• visual attention and concentration*

*• pressure to meet deadlines*

##### Working Conditions

*Physical*

*• Neck, back and eye strain – sitting for extended periods, extensive computer use*

*• Occasional travel for sites visits*

*• Fatigue, frequent interruptions, multiple priorities*

*Psychological*

*• Student complaints – did not get their preferred placement agency, disappointment with host agency during placement/coop*

*• Multiple competing demands and conflicting work priorities – internships/placements/co-ops with similar recruitment cycles*

*• Time sensitive deadlines*

*• Disgruntled and angry students, parents, faculty, or host employers*

*• Frequent interruptions*

*• fast paced, stressful, complex job expectations*

*• Confidentiality - working with sensitive student academic or partner agency information*

*• Repetition, placements offered fall, winter, summer, just finish one cycle then its time to start the next cycle*