Exempt Job Description

Job Title: **Manager, Experiential and Co-operative Education**Job Number: **X-355**
NOC: **0423**
Band: **6**
Department: **Co-op, Careers and Experiential Learning**Supervisor Title:  **Director, Co-op, Careers and Experiential Learning**
Last Reviewed: **November 6, 2017**

## Job Purpose

Responsible for the introduction and delivery of cooperative education and other experiential learning programs in conjunction with the Interim Director – Co-op, Careers, and Experiential Learning, academic departments and individual faculty members. This involves assessing the feasibility of new programs; development of policies and operational processes; employer development and relationship management; student preparation for securing work terms, internships and practical; student preparation for the workplace; risk mitigation; monitoring and assessment practices; student records management and integration with the institutional student information system; and staffing and financial management.

## Key Activities

### Program Development/Implementation

1. Develop and maintain current knowledge of professional standards, best practices, and student trends related to experiential and co-operative education,
2. Liaise with functional units throughout the institution (Office of the Registrar, Information Technology, Student Affairs etc.) to ensure a streamlined integration of records, tools and systems,
3. Support the Executive Director to conduct site visits and research existing best practices at other post-secondary institutions to determine processes and policies that are best aligned with the University mandate and program implementation goals,
4. Build upon existing relationships within the institution with various departments to begin to explore options for future co-operative or experiential education opportunities,
5. Research, define and develop job and workplace learning opportunities in conjunction with academic course requirements,
6. Immerse in the community to begin a dialogue with local businesses to understand the market and build effective relationships to develop a pool of employers that will align with program development pathways; create a database of all potential employers,
7. Build up an employer partner database (new and existing) to promote Trent students and a range of work integrated learning models within the employer community,
8. Work directly with Marketing and Communications to develop a brand and marketing strategy for the department, as well as individual programs as they develop,
9. Oversee the creation and distribution of publications and presentations; and develop and maintain website information and resource library of opportunities,
10. In conjunction with academic departments, develop learning outcomes and appropriate assessment methods to improve programmatic efforts and learning opportunities,
11. Design, plan, publicize, implement and evaluating student orientation programs, workshops, and cross-cultural activities and events.

### Process & Policy

1. Assists in the development of policies and procedures to outline partnership requirements and student/employer responsibilities,
2. Works with Marketing and Communications to develop workshops, promotional material and forms; organize multimedia presentations and displays,
3. Establishes and maintain linkages with assigned professional associations (CAFCE, COU, MAESD, CACEE) for networking and professional development.

### Continuous Improvement

1. Sits on a range of university and community committees related to experiential and co-operative learning, retention, and career development. Appoints other staff to committees requiring departmental input.
2. Works collaboratively with other university departments and divisions, including colleges, student services, faculty departments, Innovation Cluster, Entrepreneurship Centre, etc. on issues related to student transitions, retention and career development. Works with the Director of Student Affairs, Durham Campus, to ensure that parallel experiential and co-operative support is provided to students on that campus.
3. Works collaboratively with external stakeholders (e.g. employers, local agencies, government agencies) to develop and maintain an integrative program for co-operative education, experiential learning, skills and career development, and employability.
4. Attends appropriate professional development meetings, and works with staff to ensure that they remain actively involved in professional development in their respective areas. Maintains current knowledge through research and membership in professional organizations and associations. Encourages staff to engage in professional publications and sharing of innovative best practices developed at Trent University.

### Supervision

1. Contribute to the design of positions within the Career, Experiential and Co-Operative Education team,
2. Supervise professional staff, including hiring, negotiation of work schedule, work assignments, training and evaluation,
3. Recruit, train and evaluate staff participating in the delivery of all programs.

## Education

Honours University Degree (4 year) in a technical or business-related field

## Experience Required

* A minimum of two years of management experience