JOB DESCRIPTION

<table>
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<tr>
<th>Position</th>
<th>Student Placement Officer</th>
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<tbody>
<tr>
<td>Classification</td>
<td>Hay</td>
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<tr>
<td>Dept.</td>
<td>Student Services</td>
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<td>Reporting To</td>
<td>Manager, Student Development</td>
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<tr>
<td>Date</td>
<td>May 2016</td>
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<td>Group</td>
<td>Non Union</td>
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PURPOSE:

To provide support to students in work experience placements including internships and practicum placements, service learning assignments, and community learning activities. To contribute to the development and implementation of a community-based experiential learning strategy in collaboration with the Shannon School of Business, the School of Arts and Social Sciences, the School of Science and Technology, and the School of Professional Studies. Incumbents will be assigned primary responsibility to work with a School(s) but will work cooperatively in providing support to students.

SPECIFIC RESPONSIBILITIES:

- Supporting both paid internships/practicum and unpaid placements or assignments, for various programs.
- Supporting ongoing development and implementation of Work Study program.
- Customizing student/employer matches by instituting competency modelling.
- Interviewing students to assist them with choosing the most suitable placement or experiential learning experience.
- Supporting faculty with student placements.
- Supporting faculty who are implementing an experiential or service learning assignment in their courses.
- Supporting businesses and community agencies who provide service learning experiences for our students.
- Designing and implementing student work-readiness programs including resume writing, interview preparation workshops, etc.
- Organizing and conducting group orientation and networking events for all partners - students, businesses, community and faculty.
- Compiling and sharing student experiences such as key learnings, and student & employer recommendations, or endorsements, regarding their work experience.
- Maintaining a current database of employers, student placements and experiential assignments.
- Maintaining a web portal which provides online support for students in relation to their work placements/internships and offering useful content for students and employers.
- Assisting with program promotion, including public speaking and designing written materials.
- Writing reports and assisting with other parts of the internship and experiential program as required.
• Collaborating with the Student Life and Community Engagement Officer, faculty members and other partners in the identification of summer camp work opportunities for Co-op students.
• Participating in the development of a strategic plan which outlines the medium and long-term goals for experiential/community-based learning and Co-op programming at CBU.
• Other related duties as assigned.

QUALIFICATIONS:

• Master’s degree in related field (Business, Tourism, Community Development, Arts, Community Studies) preferred; however, an undergraduate degree in a related field with extensive experience may be considered.
• Recent related experience.
• Excellent interpersonal and communication skills.
• Excellent time-management and problem-solving skills, and attention to detail.
• Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner.
• The ability to work well with others, both internally and externally, from a wide variety of backgrounds.
• Some evening and weekend work required.
• Skill in using Microsoft Office.