JOB DESCRIPTION

Position | Student Placement Officer
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Classification | Hay
Dept. | Student Services
Date | July 2018
Reporting To | Manager, Career Services
Group | Non Union

PURPOSE:

To provide support to students in work experience placements including co-op placements, internships, practicum placements, service learning assignments, and community learning activities. To contribute to the development and implementation of a community-based experiential and work-integrated learning strategy with the Manager, Career Services 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:

- Facilitate both paid internships/co-op and unpaid placements or assignments for various programs.
- Assist with program promotion, including public speaking and designing written materials to ensure program growth with both students and employers.
- Customize student/employer matches by instituting competency modelling.
- Assist organizations with funding applications for provincial and federal funding opportunities to hire CBU students.
- Event planning to support initiatives within Career Services and academic schools that raise the profile of, and opportunities for, student work and experiential learning experiences.
- Support faculty with student placements and develop mentoring supports.
- Support faculty who are implementing an experiential or service learning assignment in their courses.
- Assist with program regulation changes that have work-integrated learning.
- Support ongoing development of volunteer opportunities for students to build experiential learning for students and community outreach with local employers.
- Liaise between CBU and national and provincial organizations such as Co-operative Education and Work-Integrated Learning Canada (CEWIL). Maintain currency of regulations and trends within experiential and work-integrated learning standards.
- Support businesses and community agencies who provide experiential and work-integrated learning experiences for our students.
- Design and implement student work-readiness programs including resume writing, interview preparation workshops, and job search techniques.
- Utilize various online and software tools that support students in career development.
Participate in the development of a strategic plan which outlines the medium and long-term goals for experiential/work-integrated/community-based learning and programming at CBU.

Organize and conduct group orientation and networking events for all partners - students, businesses, community and faculty.

Compile and share student experiences such as key learnings, student and employer recommendations, or endorsements regarding their work experience.

Maintain a current database of employers, student placements, and experiential assignments.

Maintain a web portal which provides online support for students in relation to their work placements/internships and offer useful content for students and employers.

Write reports and provide input on areas of opportunity and growth for experiential and work-integrated learning programs.

Support ongoing development of Work Study program.

Other related duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in related field (Business, Tourism, Community Development, Arts, Community Studies) preferred; a Master’s degree would be considered an asset.
- Recent experience in career development, student placement, employer relations, and other experiential/work-integrated learning.
- 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.
- Ability to learn new software programs quickly and effectively.