

**JOB DESCRIPTION**

Position	Student Placement Officer		
Classification	Hay	Date	May 2019
Dept.	Student Services		
Reporting To	Manager, Career Services	Group	Non Union

**PURPOSE:**

To provide support to students in work experience placements including internships, co-op placements, service learning assignments and community learning activities. As part of the Career Services team, the Student Placement Officer will contribute to the development and implementation of a community-based experiential and work-integrated learning strategy while working in collaboration with the academic schools.

**SPECIFIC RESPONSIBILITIES:**

- Facilitate either paid and unpaid placements, including internships and/or co-op placements and/or assignments for various programs.
- Engage with employers in order to develop and foster work integrated learning opportunities for students.
- Design and implement student work-readiness and career development programming, including resume development, interview preparation workshops, and job search techniques.
- Support students and liaise with faculty throughout the development and implementation of capstone projects.
- Manage a large caseload of students and prepare relevant and supporting written documentation.
- 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, where applicable.
- 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.
- Actively engage with local, provincial and national stakeholders.
- Support businesses and community agencies who provide experiential and work-integrated learning experiences for CBU students.

- Utilize various online and software tools that support students' 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.
- Organize and conduct group orientation and networking events for all stakeholders – including students, employers, faculty and the community.
- Compile and share student experiences such as key learnings, student and employer recommendations, or endorsements regarding their work experience.
- Maintain a database of employers, student placements and experiential assignments.
- Maintain a web portal which provides online support for students in relation to their work placements and offer useful content for students and employers.
- Prepare reports and provide input on areas of opportunity and growth for work placements, such as internships and co-op.
- Support ongoing development of the Work Study program.
- Other related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in related field (Business, Tourism, Community Development, Arts, Community Studies) preferred.
- 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.
- Skilled in using Microsoft Office.
- Ability to learn new software programs quickly and effectively.

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Student Placement Officer

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Date

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Human Resources Department

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Date

Established:	May 2014
Reviewed:	Oct 2015
Revised:	July 2018 May 2019