



Co-op Education Coordinator (Sciences) - 2 year contract

St. Francis Xavier University, located in Antigonish, Nova Scotia, is seeking a Co-op Education Coordinator for the Co-operative Education Program. The Co-operative Education Program is an integrated academic model that is founded on a three-way partnership among students, employers, and the University. Departments with Co-operative Education currently include the Gerald Schwartz School of Business, Biology, Climate & Environment, Computer Science (undergrad/grad), Health, Human Nutrition, and Mathematics. With three additional co-op programs starting in September 2022.

The Co-op Education Coordinator reports directly to the Co-op Program Manager and initiates and maintains effective working relationships to facilitate employer development and relations, student development, and general administration. During the co-op recruitment cycle, the Co-op Coordinator provides support, guidance, and advice to science students with their job search, with the goal of obtaining 100% hiring targets. The incumbent will work pro-actively with students to ensure that they are fully engaged in applying for positions, and track student application levels and overall participation in required workshops, meetings, and interviews. The Co-op Coordinator will also support students who are on work terms by being a resource to address questions or concerns. For the first year of this position, the Co-op Education Coordinator's focus will be building employer relations for our two new Co-op programs in the Master of Applied Computer Science and Post-Baccalaureate Diploma in Enterprise IT Management.

The Co-op Education Coordinator performs a variety of advisory, marketing, facilitation, curriculum development, relationship development, and administrative duties to facilitate the effective and efficient operation of the Program following the Co-operative Education and Work Integrated Learning (CEWIL Canada) policies and guidelines. The Co-op Education Coordinator is the principal contact for Co-op students and is responsible for maintaining the continuity of services to Co-op students from our science co-op programs.

Salary Band D (\$51,168-\$62,498), working 37.5 hours/week. This is a two year contract with the possibility of extension.

Responsibilities include:

- Coaches students and graduates on all aspects of career and employment development in a variety of ways via self-assessment; resume, cover letter, and portfolio development, interview preparation, advising on salary negotiations, work search strategies, labour market research, and career exploration; and providing tips for employment search, job maintenance, career progression, and transition.
- Facilitates co-op professional development seminars and provides feedback on student assignments.
- Participates in departmental meetings maintains student records, and contributes to reports.
- Researches, develops, designs, and implements strategies to market the program to employers and students.
- Proactively develops strategies and activities to help with student retention.
- Develops and maintains effective working relationships with all co-op stakeholders to enhance the image and presence of the Co-op Education Program.
- Designs, prepares, and delivers orientation, and information sessions for new students, responds to questions, ensures their understanding of the co-op process and requirements.
- Assesses admissibility and ongoing participation of students in the co-op program as per the program's terms and conditions.
- Monitors the quality of positions, student performance during work terms, and satisfaction level of stakeholders. Acts as a mediator if issues are identified during work terms.

Co-op Education Coordinator Description Continued...

- Assesses employers' needs, provides excellent client service and advice on recruitment strategies and co-op job development. Emphasis for the first 6-8 months of this role will entail more employer engagement/job development to increase science co-op opportunities for MACS and PBDEITM students.
- Provides information to employers by advising on recruitment strategies to maximize on-campus presence to recruit successfully StFX co-op students.
- Works closely with employers to develop job descriptions that meet their needs and ensures that the co-op opportunity is presented to our students. Ensures job descriptions meet student-learning outcomes for each discipline, checking with faculty when necessary. Advises employers on offers of employment including student compensation, salary expectations, and relocation allowances that could affect employer recruitment success.
- Identifies, secures, and expands opportunities for co-op work term placements in various organizations regionally and nationally to provide engaging co-op opportunities for students to reach 100% hiring targets.
- Collaborates with SWPP and NS Government funding partners and the provincial funding partners to promote funding opportunities to employers
- Contributes to the profession by participating in CEWIL Canada and CEWIL Atlantic initiatives.

Qualifications:

- Knowledge of Co-operative Education and an understanding of work-integrated learning.
- University degree in a related area. Background in sciences or computing/technology an asset. Certification in career development, career counselling, human resources, adult learning and development, or a graduate degree in a relevant area will be considered a strong asset.
- Excellent cross-cultural communication and interpersonal skills, including presentation, team building, conflict resolution, and creative and collaborative problem-solving skills.
- Ability to manage conflicting demands and large amounts of information, prioritize and work well under pressure, with solid attention to detail, accuracy, and organization.
- Superb organizational skills, ability to work independently, sales relationship building skills.
- Familiarity with Microsoft Office and social media applications.
- Knowledge of program planning, assessment, and delivery.
- Experience creating and delivering workshops and information sessions with a strong understanding of student and career development theories.
- Knowledge of workplace standards, recruitment and hiring practices, occupations, current labour market conditions, and performance management techniques preferably gained through a role in a metrics-oriented co-operative education or internship program or a specialist recruitment function in human resources.

Deadline to apply: Friday, September 17, 2021 at noon

Interviews to be held September 23 or 24. Anticipated start date for the role is early/mid-October.

To express your interest in this role, please direct your application in confidence to:
Human Resources, St. Francis Xavier University Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities, and members of sexual minority groups.