

**UBC Science Co-op – Engineering Physics Co-op Coordinator****Job Category**

M&amp;P – AAPS

Job Profile AAPS Salaried - Cooperative Education, Level B

**Job Title**

Co-op Coordinator

**Department**

Program Support | Administrative Leadership 1 | Science Co-op Programs | Faculty of Science

**Compensation Range**

\$5,468.83 - \$7,878.17 CAD Monthly

**Posting End Date: June 20, 2022**

Ongoing Position ( 1 year probationary period)

**Job Summary**

The UBC Science Co-op Program assists over 2900 qualified Science students every year in securing work placements with employers as part of their education experience. The Science Co-op Program offers a supportive and positive work culture, and this position is part of a dedicated team that is passionate about student success. The Co-op Coordinator is responsible to coach, counsel and prepare undergraduate and/or graduate Co-op students for the workplace. To develop, market, and promote Work Integrated Learning related work placement programs to new and existing local, national and international employers, professional associations and other institutions.

**Organizational Status**

Reports to the Director of the Co-op program. Works closely with other Co-op Coordinators, Program Assistants and Faculty members. Liaises with other University staff as appropriate for program delivery and promotion. Delegates work to program assistants as needed.

**Work Performed**

This job is ideal for someone who is seeking a rewarding position in making a difference in students' life and helping to build their career path. The position offers a broad range of responsibilities such as intake admissions, student management, career advising, workshop facilitation, workplace site visits, employer relations, faculty relations, marketing and program administration.





Responsibilities may include but are not limited to:

- designing, preparing and delivering pre-employment training workshops;
- designing, preparing and delivering Co-op orientation and information session;
- conducting Co-op in-take interviews and determining candidate suitability for admission to the Co-op program.
- assessing ongoing participation of students in the Co-op program as per Program's terms and conditions;
- conducting in-person and on-line Co-op Check-in Meetings
- evaluating student performance in the workplace to ensure they are meeting employer needs and resolving any performance-related issues;
- coaching and assisting student to find academic-related work placements; reviewing and providing feedback for resumes and cover letters, conducting mock interviews and providing one-on-one guidance and counselling;
- determining technical content of marketing materials;
- maintaining involvement in professional associations in the areas of Co-operative Education and Work-Integrated Learning;
- researching and identifying potential clients in the industry, government agencies and institutions (local, national and international);
- initiating, building and maintaining employer relationships to develop jobs for the Co-op students
- developing and monitoring academics-related work placements;
- determining employer requirements, evaluating suitable candidates and facilitating the hiring processes;
- attending professional societies and industry trade shows;
- evaluating and grading student work-term and experiential reports;
- advising employers on requirements and availability of government funding;
- reporting on student placement programs;
- collaborating closely with various departments and faculty members, supporting and participating in co-op related activities of the department;
- seeking growth and advancement in student participation and employer relationship
- developing and maintaining relationships with UBC Science Co-op alumni.

### **Consequence of Error/Judgement**

Implications of decisions or advice may hinder students' career development and growth, damage to credibility of the program and poor relations with students, employers and faculty. All Science Co-op employees are required to comply with UBC's information security policies and procedures. Failure to do so may result in a serious information security breach, which will cause harm to the University and third parties.

### **Supervision Received**

Reports to the Director of the Co-op program





## Supervision Given

n/a

## Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or then equivalent combination of education and experience.

## Preferred Qualifications

- An undergraduate degree in Engineering, Engineering Physics, and/or Physics is highly preferred.
- Previous Co-op experience and marketing experience an asset.
- Industry related experience, either locally or internationally, is preferred.
- Experience with designing, development, and delivery of pre-employment training programs. Excellent computer skills required.
- Effective oral and written communication, interpersonal, marketing, presentation and organizational skills.
- Ability to work both independently and a demonstrated ability to work within a team environment is essential.
- Conflict resolution skills.
- Ability to provide quality service to customers in a courteous and professional manner.
- Ability to effectively multi-task and prioritize routines daily work and long-term projects.
- Minimum of four years experience or the equivalent combination of education and experience.
- Valid BC driver's license and ability to travel required

**Application Deadline: Monday, June 20<sup>th</sup> at 9am**

**To apply: Email Sharon Chan at [schan@sciencecoop.ubc.ca](mailto:schan@sciencecoop.ubc.ca)**

