

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: COOPERATIVE EDUCATION Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for assisting more senior level administrators in the development, implementation and coordination of cooperative education programs, provision of student counseling and co-ordination of career related co-op job placements.
TYPICAL RESPONSIBILITIES	May include: researching and identifying co-op job placement opportunities; working with employers to develop appropriate career related job placements; co-coordinating the evaluation of student performance and resolving placement problems; assisting in the development of marketing plans for program areas; assisting in the delivery of career counseling and pre-placement training for students; hiring, disciplining, evaluating and terminating staff; participating in the development of budgets; acting as liaison with career professionals internal and external to the university; and preparing reports for submission to outside agencies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding appropriate student placements. Responsible for counseling students and advising employers concerning career related job placements.
SUPERVISION RECEIVED	Works under general direction. Work is reviewed based on achievement of specific objectives within established guidelines.
SUPERVISION EXERCISED	May supervise staff and be responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two years of related, or the equivalent combination of education and experience.