

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: COOPERATIVE EDUCATION Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for the development, implementation and coordination of cooperative education programs, provision of student counseling services and facilitation of career related co-op job placements for a program area within a faculty.
TYPICAL RESPONSIBILITIES	May include all of the responsibilities performed at a lower level in addition to: designing co-operative education programs within specialized areas; assessing effectiveness of programs and recommending improvements; evaluating students' performance in career related job placements; determining and administering employers' wage subsidies; advising employers on requirements for governmental and agency funding; participating in the development of marketing plans; acting as liaison with partner institutions to further international co-operative education programs ; and facilitating international student job placements.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding design of programs. Responsible for evaluating program effectiveness.
SUPERVISION RECEIVED	Works independently within constraints of policy and the administrative framework. Work is reviewed based on overall program effectiveness.
SUPERVISION EXERCISED	Supervises staff and is responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or then equivalent combination of education and experience.