

# **M&P OCCUPATIONAL GUIDELINE**

## **JOB FAMILY: COOPERATIVE EDUCATION Level B, Pay Grade 8**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the development, implementation, and coordination of cooperative education programs, the provision of student counseling services, and the delivery of career-related co-op job placement advisory services for a program area within a faculty.
<b>TYPICAL RESPONSIBILITIES</b>	May include all of the responsibilities performed at a lower level in addition to: designing co-operative education programs, services and resources within specialized areas; delivery of career advisory services; Managing the admissions process to identify and select qualified candidates for program enrollment; 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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding design of programs. Responsible for evaluating program effectiveness.
<b>SUPERVISION RECEIVED</b>	Works independently under broad direction in assigned areas and within constraints of policy and the administrative framework. Work is reviewed based on overall program effectiveness.
<b>SUPERVISION EXERCISED</b>	Supervises staff and is responsible for hiring, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or then equivalent combination of education and experience.

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