



***Co-operative Education
and Internship Coordinator
(CIC) – Technology,
Applied Learning,
VP Student Experience***

Posting: Y17-57	Closing Date: August 21, 2017
Position Type: Term (Non-teaching Faculty)	Workload: Full-time
Start Date: September 1, 2017	End Date: August 31, 2018 <i>Possibility of extension</i>

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

The Co-op & Internship Coordinator plays an integral role in effecting the Applied Learning and Workplace Education strategy at the School and Departmental level. The Coordinator will focus on supporting students and faculty in School of Trades and Technology and is responsible for ensuring the success of the Co-op and Internship processes, in terms of educational quality, efficiency, and stakeholder satisfaction. The Coordinator serves as a resource within the School for students, faculty members, and employers seeking information and guidance on applied

Faculty Position Vacancy - Y17-57 Co-Op Internship Coordinator - Technology

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2 **Camosun College** **Human Resources** P 250.370.3004 F 250.370.3664

www.camosun.ca

learning and workplace education options and processes and actively develops work term opportunities. The Coordinator mentors and assists Co-op Field Instructors in relation to workplace education issues; and leads the School's efforts in ensuring the success of workplace-based education. The Coordinator also serves as a key liaison between the teaching departments and the Co-op & Career Services Department. The Coordinator monitors the School's work placement requirements and activities, and ensures effective communication among the stakeholders including students, faculty and staff in the teaching area, the employer community and the Co-op & Career Services Department.

ROLE SUMMARY

The incumbent ensures the effective delivery of Co-op, Internship, and related workplace-learning activities in the School of Trades and Technology and effective linkage with the Co-op & Career Services department and its services, standards & objectives.

REPORTING RELATIONSHIPS

In this role, the Coordinator reports to the Director of Applied Learning. The Coordinator has no direct reports. However, the incumbent will provide functional support, guidance, assistance and feedback to staff involved in applied learning and workplace education activities in the School of Trades and Technology including faculty members serving as Co-op Field Instructors.

QUALIFICATIONS

A degree in a technology-related discipline (Master's preferred) or an equivalent combination of education and experience. Must have strong organizational and networking skills, be able to demonstrate the ability to meet timelines and develop strong relationships with faculty as well as external community partners and employers. Must have demonstrated knowledge, skills and experience in workplace-based learning. Expertise in curriculum and faculty development in relation to applied or work-integrated learning would be an asset.

Salary is commensurate with education and experience as per the collective agreement.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer