

## Job Description

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<b>Job Title:</b>	Co-op and Experiential Learning Coordinator
<b>Department:</b>	School of Accounting and Finance
<b>Reports To:</b>	Administrative Officer, School of Accounting and Finance
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	May 2022

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### **Primary Purpose**

The Co-op and Experiential Learning Coordinator (CELC) is responsible for ensuring the full participation of all undergraduate and graduate students in the experiential learning components of their program (co-op or internship). The CELC carries out initiatives that serve School of Accounting and Finance (SAF) students and employers, support the integration of co-op/internship within SAF programs, and inform the work of others within the SAF community.

### **Key Accountabilities**

#### **Develops quality experiential learning and full-time career entry opportunities for SAF students**

- Sets strategy and priorities for the maintenance and cultivation of high quality, relevant accounting and finance co-op, internship, and graduating employment opportunities for students.
- Developing a career entry strategy, preparing for specific sub-sector recruitment processes, and growing their professional network.
- Adapts priorities as these programs evolve and in response to changes in the employment landscape.
- Contributes directly to the effective joint SAF/CEE account-management of high-priority current co-op employers of SAF students.
- Develops ways to collect feedback and input from students, employers and the professional community that can be used to set job development priorities, make recommendations to CEE, and inform curricular and extracurricular programming at SAF.
- Creates credit or non-credit (non-co-op) work-integrated or employer-integrated learning opportunities for students as needed in support of SAF programming. For example: courses, co-curricular student projects, faculty-supported student initiatives.

#### **Manages the creation and participates in the delivery of opportunity navigation and career entry programing/services for students**

- Programming and support include the creation and sharing of content, hosting workshops, practice activities, information sessions and recruitment events, delivering 1-on-1 coaching, and the engagement of students in professional social media networks. This regularity involves working with other SAF staff teams, teaching faculty, student group leaders, alumni, industry professionals, professional associations, other campus departments, vendors etc.
- Serves as the contact point for students regarding co-op
- Organizes and delivers in parallel with Co-operative education: workshops, practice activities, information sessions and events in the areas of: professional etiquette, networking, interview

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preparation/mock interviewing, resume building/critiquing, choice- making, job search strategy and sector specific recruitment.

**Collaborates with Co-op and Experiential Education (CEE) to ensure that the integration of co-op within the Schools programs is outstanding for students and the employers that hire them**

- Employers of SAF co-op and graduating students often use recruitment strategies that require communication and engagement with students that are not typically made available at Waterloo. They sometimes also engage in hiring activities that fall outside of the common hiring timelines. The Associate Director, ELCD works closely with CEE staff to ensure beneficial outcomes for students and employers, while maintaining the integrity of the overall co-op hiring process.
- Works closely with the SAF's Faculty Relations Manager at CEE to ensure that co-op processes and procedures are well-aligned to SAF extracurricular programming/support, program administration processes, and advising practices.
- Ensures that the CEE Account Management and Co-op Advisors are aware of changes to the SAF programs, student capabilities and expectations.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Undergraduate degree is required.

#### **Experience**

- Minimum of 5 years of experience a post-secondary career center or faculty-level business school equivalent.
- Experience in an accounting, financial services, consulting, or Human Resources is favorable.

#### **Knowledge**

- Knowledge of the public accounting, financial services, business employment landscape for students and young professionals and an understanding of the recruitment strategies used by these employers is required.
- Must be familiar with University of Waterloo co-op processes, policies and procedures, faculty academic policies (as they pertain to the co-op designation), well-being and support resources for co-op students.
- Knowledge of post-secondary business education offerings, co-op education, internships, and other forms of work/employer-experiential learning in Ontario/Canada.
- Knowledge of experiential learning and career coaching theory and application a post-secondary/professional school environment.

#### **Skills/Abilities**

- Supportive team-player who prefers to work collaboratively.
- Collaborator skilled at moving projects forward in settings with varied stakeholders needs.
- Consultative problem-solver who can uncover challenges and position/sell opportunities to students as a solution.

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- Passionate communicator who can inspire students to embrace information and ideas about choices and opportunities.
- Creative coach who can help students realize their skills/interests, discover alternatives, and act
- Open-minded, analytical, and entrepreneurially minded thinker who look for opportunities to make positive change.

### Nature and Scope

- **Contacts:** This position works with internal and external stakeholders. Internal stakeholders mainly include: SAF staff teams, Program Directors, teaching faculty, Associate Dean Co-op, Employer Services and Faculty Relations staff at Co-op and Experiential Education (CEE), campus operations. External stakeholders include HR staff, hiring managers, and department managers/executives at current/prospective co-op employers, SAF alumni, professional associations (CPA, CFA, IIA etc.), other external partners and vendors.
- **Level of Responsibility:** The position represents SAF's co-op programs to students, alumni, employers, and other professionals.
- **Decision-Making Authority:** This position makes decisions about who to engage with in the professional community to promote solutions to, incorporate into student programming, the use of allocated team budget, and the use of time to and achieve goals. The role makes recommendations to CEE and Program Directors.
- **Physical and Sensory Demands:** This role requires exertion of physical or sensory effort resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** This role involves minimal psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. It involves travel, unusual hours and/or high volumes and multiple and/or tight deadlines beyond one's control (i.e., due to term-by-term fluctuations) and constant interruptions.