

**Student Development Coordinator (Temporary)
Science, Information Technology, Engineering Co-operative Education**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

The Science, Information Technology, Engineering (SITE) Co-operative Education program at Dalhousie University is responsible for securing and managing quality work term opportunities for more than 1,000 students annually in 23 Co-op programs across three faculties. Reporting to the Student Development Manager, the Student Development Coordinator supports Dalhousie's students throughout their Co-op experience by providing advice and guidance with job search skills, workplace readiness, career experiences and employment opportunities. Specifically, the Student Development Coordinator designs and delivers comprehensive, accessible, progressive resources and services for students in the SITE Co-op program.

Key Responsibilities:

- Develop, implement and evaluate key supports for student stakeholders by providing guidance and advice to co-op students on a variety of topics ensuring their success in gaining and maintaining employment opportunities.
- Develop strategies on Co-op curriculum and educational programming to support the student's Co-op experience.
- Ensure open communication and education with stakeholders (internal and external) as an integral part of ongoing promotion and delivery of co-op programs.
- Develop relationships with students that transcends graduation to supporting alumni and university stakeholders.
- Develop, implement and evaluate programs with the Student Development Manager ensuring that they meet both long-term and short-term goals of the strategic plan for the Co-op office.
- Deliver comprehensive, accessible and progressive Co-op curriculum to achieve student learning outcomes.

Qualifications: Undergraduate degree (such as education, human resources, or related field), plus experience in designing, developing and implementing interactive e-learning programs, including a sound knowledge of adult learning principles and theories. Experience developing programs using a learning management system, content development tools, and advanced proficiency with tools such as MS Office product (as used in the development of instructional content) are required, as is familiarity with audio and video editing tools. Must have strong verbal and written communications skills, as well as outstanding analytical, time management and organizational abilities. Candidates must be creative, self-motivated and able to work both within a team and independently within defined objectives and direction. Preference will be given to candidates who have experience working in a university co-operative education department/program; experience in advising post-secondary students; and experience working with international students.

Apply online by February 11, 2019 to competition TEMP-19004.

This is a temporary position for approximately 12 months. Salary will be commensurate with qualifications and experience (range of \$50,000 - \$60,000 per annum)

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect