

JOB POSTING

(EXTERNAL)

POSITION:	Cooperative Education Placement Officer	COMPETITION #:	2010-025A
DEPARTMENT:	Student and Enrolment Services/Registrar	CLASSIFICATION:	Pay Level 10
REPORTING STATION:	New Westminster	SALARY RANGE:	\$20.54 per hour

This temporary, full-time position is available for the anticipated period of March 1 to May 28, 2010. Shifts are: Monday to Friday between 8:30 am to 4:30 pm, exact schedule to be assigned. NOTE: This position involves local travel, including attendance at professional association meetings. Some evening work may also be required." Access to a reliable motor vehicle is required.

PRIMARY FUNCTION:

To promote Student and Enrolment Services/Registrar Co-operative Education programs and to facilitate Co-operative Education placements for students. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability in sales, marketing and public relations with an emphasis on interpersonal communication skills.
- Completion of a two-year diploma program in Business Management or a related field at a recognized post-secondary institution with at least two year's related work experience or an equivalent combination of education and experience.
- Demonstrated ability to develop, establish and maintain effective working relationships with employers, students, administrators, faculty and staff.
- Demonstrated working knowledge of Word and Excel. Proficiency on Customer Service Testing. Demonstrated ability to keyboard 40 w.p.m. accurately.
- Working knowledge of employment opportunities and labour market trends.
- Demonstrated ability to speak to small and large groups in informal and formal settings.
- Proven ability to communicate courteously and effectively in person, in writing and over the telephone with students, employers, external agencies, faculty, administrators, staff and the public.
- Well developed planning, co-ordinating and organizational skills.
- Proven ability to work with a minimum of supervision and considerable independence of action.

NOTE: This position involves local travel, including attendance at professional association meetings, Chamber of Commerce luncheons, etc. Some evening work may also be required.

[LINK TO JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **open until filled**.

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying. Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.

NOTE: This position has been posted internally. Any internal applicants will be given first consideration before reviewing external applicants. All successful candidates will be required to provide proof of stated credentials.

Please submit your resume and cover letter to jobs@douglas.bc.ca

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.

Douglas College offers an excellent salary/benefits package, including indexed pension plan, on-site fitness and daycare facilities, and opportunities for professional development

