

## Work Experience Placement Coordinator (CUPE)

The purpose of the job:

To ensure that students obtain positive and relevant experiences of the world of work.

Key Responsibilities:

1. Build positive working relationships with employers to ensure there is good communication between the work place and school.
2. Develop and maintain a database of employers participating in the work experience program.
3. Manage data collection and data entry in relation to work experience.
4. Conduct individual interviews with students to assess their work experience needs and matching them to appropriate placements.
5. Plan, allocate, coordinate and manage effectively work experience placements.
6. Manage health and safety/risk assessment process for all work experience placements.
7. Conduct workplace / employer visits before and during work experience placements.
8. Communicate with employers in relation to work experience placements.
9. Attend and participate in "Careers" Team meetings.
10. Data management in relation to work experience placements including correspondence, filing, photocopying, word processing.

### What to look for in a work experience coordinator

KEY SKILLS
A knowledge and understanding of careers and work experience issues
An empathy and rapport with youth
Ability to communicate effectively with representatives from the local business community
Excellent verbal and written communication skills
Strong administrative and clerical skills
Good computer skills, including Microsoft Office applications and database experience
Ability to manage own time and workload effectively in a busy environment