



BCGEU POSITION DESCRIPTION

POSITION TITLE: Co-operative Education Officer

JOB NUMBER: 512

REPORTS TO: Administrative Coordinator, Co-operative Education **INCUMBENTS:**

DEPARTMENT: Career Development Centre

DATE CREATED: August 2019

JOB CLASS: 8

DATE REVISED: August 2025

PRIMARY FUNCTION

The Co-operative Education Officer collaborates with students, employers and University partners to prepare KPU Co-op students for employment and maximize job placement opportunities. This position is accountable for the efficient and accurate delivery of Co-op administrative operations and plays a key role in identifying and actioning opportunities for continuous improvement. The Co-operative Education Officer is expected to evaluate existing systems and procedures, recommend enhancements, and support the implementation of optimized, effective practices aligned with institutional goals and in accordance with Co-operative Education and Work-Integrated Learning Canada (CEWIL) accreditation standards.

JOB DUTIES AND TASKS

1. Supports all stages of the Co-op employment cycle by providing comprehensive administrative support from beginning to end, ensuring required approvals and processes are followed, and serving as the primary point of contact to facilitate a seamless experience for both Co-op employers and students. Oversees day-to-day Co-op operations, including the central email inbox, maintaining effective communication channels, and coordinating start-and end-of-semester activities such as program declaration, work permits, and student agreements to ensure quality job opportunities and smooth work term placements.
2. Supports student success by assisting with applications and COOP 1101 registration, maintaining accurate student records, and monitoring work term progression. Reviews and approves student applications for co-op, conducts ongoing continuance and eligibility assessments, and provides tailored guidance to students throughout their co-op journey. Offers support to both students and employers in navigating Career Connection to ensure a positive user experience.
3. Ensures program integrity by vetting employers and Co-op opportunities in alignment with CEWIL accreditation standards, coordinating and approving job postings in Career Connection, and verifying compliance with Co-op program requirements. Proactively researches and evaluates new opportunities, offering informed recommendations to diversify the Co-op job pool.
4. Collaborates with the Administrative Coordinator and internal/external partners to support the development and delivery of Co-op program information. Delivers presentations to students, staff, and faculty to guide them through the job posting, application, and interview processes. Prepares content, promotional materials, and communications, and oversees logistical coordination, including scheduling and room bookings for presentations.



5. Coordinates and represents the Co-op office at assigned events, such as Co-op Awards and Co-op Connect, as well as KPU-wide tabling activities. Assists in developing the annual Co-op events calendar and supports planning, prioritization, and scheduling. Coordinates event logistics, including communication with partners, promotional materials, and onsite needs. Attends events, conducts post-event evaluations, and provides recommendations to support continuous improvement of Co-op programming.
6. Contributes to the development, design, and maintenance of the Career Development Centre (CDC) website to ensure Co-op content remains current, accurate, and relevant for students, alumni, and employers, using the institution's web content management system (e.g., Drupal). Enhances digital engagement by maintaining an active departmental Co-op presence across social media platforms—including Instagram, Bluesky, Facebook, and LinkedIn—by creating and scheduling regular posts using graphic design programs (e.g., Canva/Marq) that promote Co-op employment readiness and engagement.
7. Collects, tracks, and analyzes data related to Co-op employer and student engagement across events, programs, and services using career services management platform (e.g., Symplicity CSM), providing timely reports to the Administrative Coordinator, Co-operative Education to inform departmental strategic planning and reporting. Assists in the design, distribution, and analysis of surveys (e.g., Co-op Seeking Survey) to gather feedback and insights that support the continuous improvement and strategic development of the KPU Co-op program.
8. Provides orientation, task-specific guidance, and ongoing supervision to student assistants and volunteers, ensuring accurate, high-quality work while supporting their development through constructive feedback.
9. Provides dedicated administrative support to the Administrative Coordinator, Co-operative Education, in advancing the CDC Service Plan and departmental goals. Focuses on internal coordination by managing calendars, preparing meeting materials, organizing documentation, and producing high-quality resources that align with service standards and operational priorities.
10. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Administrative Coordinator, Co-operative Education.

SUPERVISION/DIRECTION EXERCISED:

This position oversees, assigns, and reviews the work of 2-4 student assistants (and occasional volunteers) per academic year, ensuring accuracy and quality while providing feedback to support their development and performance.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

This position contributes to the development, design, and maintenance of the CDC website (Co-op content) using a web content management system (e.g., Drupal); creates and schedules social media content using graphic design tools (e.g., Canva/Marq); manages the online Co-op job board and student and employer records through a career services platform (e.g., Symplicity CSM) and Banner. The role is responsible for preparing and supporting the submission of statistical data through an established provincial reporting channel on a regular basis.



This position maintains confidential information responsibly and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

FINANCIAL RESOURCES:

This position assists in developing costing plans for events and activities, monitoring expenditures, and maintaining budgetary records.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of and/or direct experience with Co-operative Education, Career Services and/or related work-integrated learning or career development programs, combined with a demonstrated commitment to equity and accessibility.
- Demonstrated proficiency with contact management systems and/or relational databases (Simplicity and/or Banner preferred), web content management software (Drupal preferred), graphic design software, and social media platforms. Intermediate skills level with internet applications including Microsoft Office and email web browser (Outlook preferred).
- Foundational understanding of current BC industry and labour market trends.
- Excellent oral and written communication including the ability to present information clearly and concisely, and the confidence to speak effectively at events both on and off campus.
- Strong organizational and time management skills, with a proven ability to manage multiple priorities while maintaining a high level of accuracy and attention to detail.
- Proven ability to build and maintain effective working relationships while delivering exceptional customer service to both internal and external key parties.
- Demonstrated ability to take initiative and work effectively both independently and collaboratively in a dynamic, team-oriented environment.
- Intercampus travel is required, with flexibility for evening and weekend work.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Post-secondary diploma in a related discipline; Bachelor's degree preferred.
- Minimum 2 years' demonstrated experience with Co-operative Education, Career Services and/or related work-integrated learning or career development programs.
- Minimum 1 year experience in marketing and event planning, with demonstrated ability to coordinate and deliver well-executed events.
- Or an equivalent combination of education, training and experience.