

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: COOPERATIVE EDUCATION Level C, Pay Grade 10

LEVEL DEFINITION	This level covers position responsible for overseeing development, implementation, and evaluation of wide-ranging cooperative education programs, providing direction to ensure their effectiveness and alignment.
TYPICAL RESPONSIBILITIES	May include all of the responsibilities performed at a lower level in addition to: overseeing the delivery of co-op education services; reviewing and developing marketing strategies; evaluate the overall success of programs, analyzes and implements program improvements; developing, managing and evaluating student and staff training and coaching programs; advising and guiding employers in developing co-op opportunities
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding program design, evaluation and successful delivery of coop services.
SUPERVISION RECEIVED	Works with considerable autonomy within University policies and procedures toward established goals and objectives. Work is reviewed in terms of achievement or objectives.
SUPERVISION EXERCISED	Manages staff directly. Responsible for hiring, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related, or the equivalent combination of education and experience.

Updated: January 1, 2025