

**Nipissing University**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	School of Business Coordinator
<b>DEPARTMENT:</b>	School of Business, Faculty of Education and Professional Studies
<b>CLASSIFICATION:</b>	Coordinator A
<b>WAGE GRADE:</b>	WG 50
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-Time Support
<b>SUPERVISOR:</b>	Manager, School of Business

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager, School of Business with guidance provided by the Associate Dean, School of Business, the School of Business Coordinator acts as first contact for students for business programs and provides on-going administrative support to the School of Business. The coordinator works with students (past, present, future), on-site and distance faculty, outside organizations such as the Chartered Professional Accountants of Ontario (CPA Ontario), Human Resources Professionals Association (HRPA), the Canadian Marketing Association (CMA), local businesses and organizations, and other various departments within Nipissing University. Some of the duties include providing support to the academic unit in all business matters, liaison and project coordination, and handling the iLEAD and Co-op programs.

The coordinator may be required to work some evening and weekend hours, as well as travel for recruitment initiatives and meet with representatives of external organizations. They will be notified in advance of any changes to the regularly scheduled shifts as outlined in Article 22.02 of the collective agreement.

**DUTIES AND RESPONSIBILITIES:**

**Student Placements and Experiential Learning Support (30%)**

- Coordinate the planning, implementation and maintenance of student placements and experiential learning opportunities for the School of Business (e.g. the iLEAD program, field trips, travel opportunities)
- Promote the student placements and experiential learning opportunities to students, employers, and community members
- Advertise student placements and experiential learning opportunities to students through email and social media
- Develop and deliver student placements and experiential learning opportunities information sessions for students
- Communicate with employers, organizations and members of internal departments about hosting student placements and experiential learning opportunities
- Meet with students who are interested in student placements and experiential learning opportunities
- Coordinate the application process for student placements and experiential learning opportunities; receive and review applications, forward applications to the Associate Dean for approval, respond to students and let them know of the outcome of their application, explain to students how to register for the course in WebAdvisor (if approved)
- Develop and maintain student placements and experiential learning opportunities application forms, as well as, promotional and informational materials
- Maintain records of students placements and experiential learning activities
- Provide summary reports for quality assurance, accreditation and program review purposes

- Coordinate and support student placements and experiential learning opportunities in other areas within the Faculty of Education and Professional Studies, as needed

### **Cooperative Education Program**

**(30%)**

- Promote the Co-operative Education (Co-op) program to students, employers, and community members
- Act as the point of contact for prospective and participating employers and students
- Develop and deliver Co-op program information sessions for students
- Coordinate the Co-op student application process
- Develop and maintain the Co-op application form, as well as promotional and informational materials
- Research and identify potential employer partners in industry, government agencies, and institutions
- Conduct site visits and secure placements with potential employers
- Work with faculty and the Associate Dean, School of Business to evaluate the effectiveness of the Co-op program delivery and ability to meet academic and industry requirements
- Maintain records of students placements.
- Provide summary reports for quality assurance, accreditation and program review purposes

### **On-Site Project Activity Development and Support**

**(20%)**

- Coordinate School of Business events and high school liaison initiatives, including the Fall and Winter Welcome Back Huddles, Your Future in Business job and resource fair, Business Leadership Awards, and the Nipissing Business Challenge
- Assist with the implementation of various School of Business initiatives, including the School of Business Mentorship Program, Job Ready Program, and Stockfish Family Start-Up Competition
- Assist with Institutional Quality Assurance Process (IQAP) review
- Provide support for the documentation and articulation of the School's research and publications
- Coordinate and manage the activities in and access to the Sparrow Experiential Learning Centre

### **Liaison, Marketing, & Promotion**

**(15%)**

- Respond to current and prospective student inquiries regarding on-campus program offerings
- Liaise with various professional bodies to organize campus visits and information sessions for current students
- Liaise with external organizations to coordinate the University's participation in their events
- Communicate with the School's student clubs (e.g. NUBC) and provide them with department support
- Represent and deliver information sessions at New Student Orientation, Fall and March Open House
- Maintain the School of Business website content that appeals to prospective students by planning content and implementing changes
- Maintain the School of Business email accounts and social media sites (i.e. Facebook, Twitter, LinkedIn)
- Develop and implement promotional material
- Generate and procure brochures and informational materials
- Organize and schedule promotional and publicity activities
- Promote various events and information sessions to students on campus

### **Departmental Support**

**(5%)**

- Provide support to instructors regarding textbook orders and course syllabi preparation
- Maintain records and files for the department and various Business programs
- Prepare correspondence and draft announcements on behalf of the School of Business
- Maintain a database of teaching assistant hour allocation
- Assist in graduation planning for off-site students and volunteer at on-site business convocation

**Any other duties as assigned.**

## **QUALIFICATIONS:**

**EDUCATION:** An undergraduate degree in Business

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

### **Training, Experience, Knowledge & Skills Required:**

- Minimum two years of relevant work experience
- Knowledge of Nipissing University
- Highly organized and able to meet deadlines
- Ability to work independently and manage multiple priorities
- Presentation skills
- Proactive, ability to work with minimal supervision
- Keen attention to detail
- Excellent interpersonal skills
- Strong communication skills
- Ability to respect confidentiality
- Ability to develop partnerships
- Ability to multi-task
- Knowledge of website management
- Knowledge of Datatel, Informer & WebAdvisor
- Excellent working knowledge of MS Suite: Word, Excel, PowerPoint

## **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Manager, School of Business with guidance provided by the Associate Dean, School of Business

**Internal Contacts:** Students, Faculty, Staff

### **External Contacts:**

- College Administration, College Bookstores
- High School Teachers
- Chartered Professional Accountants of Ontario (CPA)
- Human Resources Professional Association (HRPA)
- Canadian Marketing Association (CMA)
- Employers
- Community organizations

## **MATERIALS UTILIZED:**

- Microsoft Office Suite
- E-mail, Internet, Computer
- General office equipment (telephone, fax, copier etc.)
- Datatel, Informer, WebAdvisor, Academic Calendar

## **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Light to moderate demands - sitting, standing and walking
- Moderate visual and mental concentration
- Pleasant surroundings

- Open office
- Interruptions/Distractions
- Occasional travel including evening and weekend work required, including overnight

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**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

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Employee Name (please print)

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Employee Signature

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Date

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**Approvals**

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Supervisor

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Date

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Human Resources

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Date