AUBURN
Human Resources

Coord I, Cooperative Educ

Job Description

JOB INFORMATION

Job Code	AE09A
Job Description Title	Coord I, Cooperative Educ
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Career Strategies

JOB SUMMARY

Assists in the administration of the Cooperative Education Program.

RESPONSIBILITIES

- Develops policies and procedures for program.
- Recruits students and organizes and conducts Co-op Orientation, follow-up, and final briefing meetings.
- Coordinates co-op assignment process by determining student background, interest, and qualifications.
- Counsels and assists students in job search process and in transition to school-work environment.
- Recruits and develops employers and evaluates company and student performance and adherence to program objectives
- Monitors student participation in the co-op program.
- Develops promotional literature and material.
- Plan, organize, and conduct Interview Day, seminars and meetings for employers, students, faculty, and parents.
- Promotes the program within the academic environment by interacting with faculty.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Education or related field	and	0 years of	Experience in the coordination or administration of cooperative education and/or experiential learning programs.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.