



ACADEMIC STAFF MEMBER - CO-OPERATIVE EDUCATION
Faculty of Engineering and Applied Science, Memorial University
Job reference number: F99850

The Faculty of Engineering and Applied Science is seeking one Academic Staff Member – Co-operative Education (ASM-CE) with the Engineering Co-operative Education Office (ECEO) beginning in October 2024. The position has been approved for a limited term of 3.5 months, with possibility of extension.

DUTIES: Reporting to the Director of the ECEO, the primary role of the successful applicant is to monitor and evaluate students in the workplace. The successful applicant will also provide individual career and professional development counseling, develop suitable work term opportunities, manage the student placement process, develop and present professional development seminars, implement appropriate reflective learning activities, make promotion recommendations to Faculty Council, contribute to program improvement, and engage in academic service. Travel is required within the province for ASM-CE positions, in addition to possible national or international travel.

QUALIFICATIONS: The successful candidate will have an undergraduate degree in engineering (graduation from a co-op based program is preferred) and should be eligible for membership in Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL). At least five years of post-graduate practical experience is required, including broad knowledge of the operations and functions of industry, government, and/or business. Experience composing and evaluating technical communication is required.

The ideal candidate will be able to demonstrate a past focus on, or genuine interest in, student development and student success (e.g. previous experience as a supervisor or mentor for students) and the ability to work in a team-oriented environment. Prior experience in co-operative education settings at the university level would be an asset.

The candidate will have a high level of organizational and administrative skills, including an ability to prioritize workload, meet deadlines and manage a varied workload in a busy environment. The candidate should have excellent communication skills and a demonstrated ability to work with people from diverse cultural backgrounds in a higher education setting. The candidate must demonstrate experience and ability to build rapport and relationships between students, employers and the University. The ECEO is interested in candidates who will proactively advance equity, diversity and inclusion in work-integrated learning, and can demonstrate their commitment to promoting a respectful work and learning environment at Memorial.

A graduate degree in a relevant area of study would be considered an asset, and applications from all engineering-related disciplines are welcomed. An equivalent combination of experience and training will be considered. Salary will be as stipulated by the MUN / MUNFA Collective Agreement.

ABOUT CO-OP ENGINEERING: The Bachelor of Engineering (B.Eng) program at Memorial University has a student body of over 1000 students in the disciplines of Civil, Computer, Electrical, Mechanical, Mechatronics, Ocean and Naval Architecture, and Process Engineering. The ECEO is responsible for the overall operation of the mandatory work term component of the B.Eng program which is one of the oldest

and most successful Co- operative Education programs in the country, placing up to 1000 students a year with reputable employers locally, nationally, and internationally. The ECEO is also responsible for the operation of the co-op internship component in course-based Master of Applied Science (MASc) programs. For more information, please visit <http://www.mun.ca/engineering>.

Memorial University is committed to employment equity, diversity, inclusion and anti-racism, and encourages applications from all qualified candidates, including: women; people of any sexual orientation, gender identity, or gender expression; Indigenous Peoples; visible minorities, and racialized people; and people with disabilities. All applicants are invited to identify themselves as a member of an equity-deserving group(s) as appropriate. Applicants cannot be considered as a member of an equity-deserving group(s) unless they complete an employment equity survey. Memorial is committed to providing an inclusive learning and work environment. If there is anything we can do to ensure your full participation during the application process please contact equity@mun.ca directly and we will work with you to make appropriate arrangements.

Please be advised that we are unable to provide updates on current competitions. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

All qualified candidates are encouraged to apply; however, citizens and permanent residents of Canada will be given priority.

The closing date for applications is September 18, 2024. Applications should include a cover letter and detailed curriculum vitae. **Applications should refer to job reference number F99850** and be emailed to:

Mr. Pat Sullivan, Interim Director,
Engineering Co-operative Education Office (ECEO)
Faculty of Engineering and Applied Science,
Memorial University of Newfoundland St. John's, NL, A1C 5S7
Email: engrcoopdirector@mun.ca

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.