ACADEMIC STAFF MEMBER - CO-OPERATIVE EDUCATION

Faculty of Engineering and Applied Science, Memorial University
Job reference number: F03196-2022

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.

The Faculty of Engineering and Applied Science is seeking one Academic Staff Member – Co-operative Education (ASM-CE) for a 1-year limited term (leave replacement) with the Engineering Co-operative Education Office (ECEO) commencing Monday, September 12, 2022 and ending Friday, September 8, 2023.

DUTIES: Reporting to the Director of the ECEO, the successful applicant will monitor and evaluate students in the workplace, 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. Positions would also be responsible for internships in the Master of Applied Science (MASc) programs. Travel is required within the province, nationally, and occasionally internationally.

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 1,200 students in the disciplines of Civil, Computer, Electrical, Mechanical, 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 Cooperative Education programs in the country, placing up to 1,200 students a year with reputable employers locally, nationally, and internationally. For more information, please visit [http://www.mun.ca/engineering](http://www.mun.ca/engineering).

ABOUT MEMORIAL: Perched on Canada’s North Atlantic coast, Memorial University of Newfoundland is a destination for discovery. A beacon for the 21st-century explorer, Newfoundland and Labrador’s university is a unique learning community founded in 1925 as a living memorial to those who lost their lives in the First World War – “that in freedom of learning their cause and sacrifice might not be forgotten.” Today more than 18,000 students from nearly 110 countries come together to discover. From the classics to advanced technology, the comprehensive university offers certificate, diploma, undergraduate, graduate and postgraduate programs across five campuses, numerous locations and online. A global network of almost 95,000 accomplished alumni throughout the world strengthens Memorial University’s capacity and reputation for leadership in world-class research, teaching and public engagement. To take a closer look, visit [www.mun.ca](http://www.mun.ca).

APPLICATION INFORMATION:

Memorial University is committed to employment equity and diversity 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 qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. As part of Memorial University’s commitment to employment equity, all applicants are invited to identify themselves as a member of a target group(s) as appropriate. Applicants cannot be considered as a member of a target group(s) unless they complete an employment equity survey. If you do not receive a survey or have any questions, please contact [equity@mun.ca](mailto:equity@mun.ca).

Compliance with Memorial’s Procedure for Vaccination Requirement (COVID – 19) is a condition of employment.

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.

**The closing date for applications is June 19th, 2022.** Applications should include a cover letter and detailed curriculum vitae. **Applications should refer to job reference number F03196-2022** and be emailed to:

Mr. Anil Raheja, Director, Engineering Co-operative Education Office (ECEO)
Faculty of Engineering and Applied Science, Memorial University of Newfoundland
St. John’s, NL, A1C 5S7
Email: [ajhaynes@mun.ca](mailto:ajhaynes@mun.ca)