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Professional and Managerial Group

BASc Practicum Coordinator

Department of Family Relations and Applied Nutrition

Temporary full-time from August 16, 2021 to August 24, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0273

Please read the Application Instructions [1] before applying

The Department of Family Relations and Applied Nutrition offers practicum courses as a fundamental component of their Child Youth and Family (CYF) and Adult Development (ADEV) majors. Students in the ADEV and CYF majors are required to complete one practicum in the third year of the program and have an optional practicum available for them in their fourth year. In total, there are approximately 240-260 students yearly in practicum courses/placements. Students are placed in a wide variety of community settings: schools, family and children’s service agencies, recreational services, health and wellness programs, correctional services, nature studies, parenting groups, speech and language programs, community/ neighbourhood groups, group homes, programs for seniors and other social service organizations.

Reporting to Department Chair, Family Relations and Applied Nutrition, the Practicum Coordinator has the major teaching responsibility for practicum course instruction within the CYF and ADEV majors. This includes managing the processes of student selection of practica, registration, matching with placements, updating materials for the courses, consistent policies and procedures, systematically tracking students and agency partners, and multiple communication approaches with all agencies and students involved. The Practicum Coordinator is a member of the practicum committee for the CYF and ADEV majors, working in collaboration with the faculty teaching practicum courses.

The successful candidate will have:

- A Master’s Degree in Family Relations, Family Therapy, Human Development, Psychology, Social Work or a related field and three (3) years’ related experience
- Excellent communication, interpersonal, and problem solving skills
- Demonstrated excellence in teaching at the undergraduate level
- High-level organizational ability; excellent priority setting and time management skills
- Experience guiding and supporting undergraduate students in similar programs
- Experience working in multiple relevant educational, social or other agency settings, knowledge of practices in multiple and diverse agencies
- Competence in Microsoft Office Products (Word, Excel, PowerPoint), Windows operating systems, e-mail, and list-serve management
- Experience with use of database software (Access, SQL or FileMaker) would be an asset
- Ability to analyze data, write brief reports and make recommendations

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

(Covering) Position Number 170-059
Classification P05
Professional/Managerial Salary Bands [2]
At the University of Guelph, fostering a culture of inclusion\(^3\) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 02
Closing Date: 2021 06 16 (extended)

Page category: Current Opportunity\(^4\)

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity