

MEMORANDUM OF AGREEMENT

Between:

Brandon University

Employer

-and-

Brandon University Faculty Association

Union

RE: Job Description - Appendix B.8 Co-operative (Co-op) Program Coordinator

WHEREAS the job description in Appendix B.8 of the Co-operative (Co-op) Program Coordinator does not accurately reflect the current duties of the position;

The Parties agree to replace the existing job description and position title in the 1 April 2023 – 31 March 2027 Collective Agreement with the following:

B.8 Director, Co-operative (Co-op) Education Program

This position reports to the Provost. The position may include duties as follows:

- (a) Provide creative leadership and strategic direction for the Co-operative Education Program, ensuring its continued growth, relevance, and integration across Faculties and academic Departments
- (b) Represent the Co-op Program on University committees and experiential learning working groups, and with external organizations such as CEWIL Canada and other experiential learning networks
- (c) Collaborate with academic Departments to maintain and revise co-op admissions requirements and support the academic integration of co-operative education
- (d) Manage all administrative requirements of the Co-op Program, including course calendar entries, program manuals and policies, provincial and federal registries, website content, and admissions processes
- (e) Design, deliver, and assess three (3) credit hour courses: 99:151 Work Term I, 99:251 Work Term II, and 99:351 Work Term III, or their equivalent, which support students' career development and reflective practice during co-operative education work terms.

Additional teaching may be assigned, with the agreement of the Member. Normally teaching assignments will not exceed nine (9) credit hours in an academic year. In cases where assigned teaching exceeds nine (9) credit hours, other job duties will be appropriately reduced

- (f) Facilitate the professional development series and other career-readiness workshops that prepare students for the workplace
- (g) Promote the Co-op Program to current and prospective students through class visits, presentations, published materials, social media, and peer ambassador initiatives to increase participation in optional work-study opportunities
- (h) Provide students with clear and timely information about Co-op Program admissions and Department-specific eligibility requirements
- (i) Oversee and complete the co-op student admissions process, ensuring transparent evaluation in collaboration with academic Departments
- (j) Offer individualized and group-based student support, including résumé and cover letter review, interview preparation, and career guidance throughout the full work term cycle
- (k) Serve as the primary point of contact for new and returning employer partners, guiding them through the co-op recruiting process from job posting to final evaluation
- (l) Build and sustain strong relationships with local, regional, and national employers to expand high-quality co-op placements that align with academic and labour market needs
- (m) Promote the Co-op Program to employer and community stakeholders through written materials, presentations, trade shows, networking events, and professional meetings
- (n) Provide employers with relevant labour market information and consult on student compensation, recruitment trends, and co-op program requirements
- (o) Ensure compliance with all institutional, provincial, and federal reporting requirements related to co-operative education
- (p) Maintain accurate records of student participation, work terms, and employer engagement in alignment with external funding and registry requirements
- (q) Prepare and disseminate program statistics and reports to inform internal planning and curriculum development

- (r) Develop, coordinate, and submit the Co-op Program's annual budget request and accompanying rationale; oversee the management of operational budgets and expenditures
- (s) Identify, apply for, and manage external funding and wage subsidy programs in collaboration with university units, employer partners, and government stakeholders
- (t) Support the financial planning and tracking of both institutional and externally funded co-op initiatives to ensure sustainability and growth
- (u) Liaise with relevant provincial and federal government ministries, funding agencies, and community organizations to align the Co-op Program with workforce development priorities and post-secondary policy directions
- (v) Other related duties as assigned by the Provost through consultation with the incumbent.



On behalf of the BUFA

Print Name: Gautam Srivastava

December 22, 2025

Date:



On behalf of BU

Print Name: Greg Gatién

December 18, 2025

Date: