



FACULTY OF
BUSINESS ADMINISTRATION

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND
St. John's, Newfoundland and Labrador, Canada
FACULTY OF BUSINESS ADMINISTRATION**

Academic Staff Member – Co-operative Education

The Faculty of Business Administration (FBA) at Memorial University is seeking one Academic Staff Member – Co-operative Education (ASM-CE) beginning on January 1, 2025.

Memorial University is one of the largest universities in Atlantic Canada. As the province's only university, Memorial plays an integral role in the education and cultural life of Newfoundland and Labrador. Offering diverse undergraduate and graduate programs to almost 18,000 students, Memorial provides a distinctive and stimulating environment for learning in St. John's, a safe friendly city with great historic charm, a vibrant cultural life, and easy access to a wide range of outdoor activities. For further information about Memorial, please visit www.mun.ca.

The Faculty of Business Administration is a leader in management education and is accredited by the Association to Advance Collegiate Schools of Business (AACSB). Approximately 2,100 students are registered in the undergraduate programs of the Faculty, with another 200 students completing graduate programs, including a PhD, an MBA, and an MSc in Management. For additional information about our Faculty, please visit our web site at www.business.mun.ca.

The Bachelor of Commerce (Co-operative) Degree program at Memorial University combines comprehensive classroom and workplace business experience. Students alternate academic semesters with work terms in the private, government and/or not-for-profit sectors to apply classroom learning in workplace settings to develop practical skills for today's business environment. Our Bachelor of Commerce (Co-operative) program was the first business degree in Canada to be accredited by Co-operative Education and Work-Integrated Learning (CEWIL). Work terms are paid placements, allowing students to earn income while completing their education. Historically, we have a 100 %placement rate for work terms.

DUTIES: Reporting to the Dean, the responsibilities of the ASM-CE in Business Administration include:

- monitor and evaluate students in the workplace;
- provide individual career and professional development counselling;
- nurture and develop suitable work term opportunities;
- manage the student placement process;
- design, develop, and present professional development seminars;
- implement appropriate reflective learning activities;
- make promotion recommendations to Faculty Council;
- contribute to program improvement;
- engage in academic service, e.g., voting member of the FBA's Faculty Council and Committee on Undergraduate Studies;
- research and professional development may be required; and
- travel within the province, across the country, and internationally may also be required.

QUALIFICATIONS: The successful candidate will have an undergraduate degree in commerce, business administration or a related field and a graduate degree in a relevant area of study. At least five years of post-graduate practical experience is required, including broad knowledge of the operations and functions of business in all three sectors – private, government, and/or not-for profit. Experience writing and evaluating business-related communications is required. An equivalent combination of work experience and education will be considered.

The ideal candidate will be able to demonstrate a past focus on, or genuine interest in, career development, co-operative education, experiential learning, student mentoring and student development/success, and the ability to work in a team environment. Prior experience in co-operative education at the university level and an understanding of the Bachelor of Commerce (Co-operative) Degree program regulations would be preferred.

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 with students, employers and the University. We are particularly 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.

SALARY: Salary will be as stipulated by the MUN/MUNFA Collective Agreement.

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 deadline to receive applications is **November 18**. Applications should include: a cover letter addressing in detail how the applicant meets the stated qualifications for the position and a résumé .

Please note that we will ONLY accept applications for this position electronically by email to deanfba@mun.ca.

Questions may be addressed to:

Dr. Travor Brown, Dean
Faculty of Business Administration
Memorial University of Newfoundland
St. John's, Newfoundland, Canada, A1B 3X5
E-mail: deanfba@mun.ca
Telephone: (709) 864-8851

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.

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

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 diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.