

Practicum Administrator (MR0445)

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Post Date: *Friday, June 1, 2018*

McGill University - Human Resources

POSTING FOR MANAGEMENT AND EXCLUDED POSITIONS

Position Title:

Practicum Administrator (ADMIA)

Position Summary:

Under the direction of the Chair and senior leadership of the MScPH (Masters of Science in Public Health) program in the Department of Epidemiology, Biostatistics and Occupational Health, the Practicum Administrator will be responsible for managing all aspects of the practicum placements for graduate students in the MScPH program, including organizing recruitment efforts of practicum placements, assisting students in securing placements, preparing contracts for placement sites as needed, outreach to community partners to develop an organized approach for the program and the students, establishing and maintaining a comprehensive database to track practicum opportunities and to measure individual status, achievements and progress.

Primary Responsibilities:

- Provides support to the MScPH Practicum Program by enhancing Departmental interaction with practicum supervisors (academics) and students.
- Administers existing and identifies new public health practicum placements. In collaboration with Faculty members, participates in site visits and contributes to the evaluation of placements.
- Responsible for building and maintaining positive relationships with agencies and organizations on local, national and international levels to expand internship, practicum and learning placement opportunities for MScPH students.
- Maintains up to date information on practica policies and procedures on the Departmental website. Collaborates and communicates with the MScPH faculty and staff involved in the program in making suggestions on improvements and identifying new opportunities.
- Participates in the promotion of the MScPH program through participation in professional and community organizations and other opportunities for professional networking.
- Works collaboratively with senior leadership of the Department and Program Officer to identify options or alternative funding tracks.
- Ensures that practicum policies and procedures are followed.
- Establishes and maintains a comprehensive database for all practicum related information. Tracks metrics, evaluates and reports on multiple aspects of practicum activities.
- Works closely with the practicum site supervisor(s) to ensure students are effectively completing their practicum responsibilities and mandated hours.
- Ensures the completion and submission of student evaluations as well as the process of student practicum report submission and evaluation.
- In collaboration with Program Officer, establishes budget and administers travel schedules to practicum sites. Addresses and resolves problems related to practicum experience.
- Maintains good rapport with students and staff within the program, as well as with key members of the local, national, and international Public Health communities (particularly with institutions which will host student practicum).

Minimum Education & Experience:

DEC III

Three (3) years' related experience

Other Qualifying Skills And/Or Abilities:

Bachelor's degree an asset. Client-focused, with a high level of tact, confidentiality, diplomacy, professionalism, and a demonstrated ability to build appropriate rapport and constructive and effective relationships. Ability to advance the department's commitment to teaching and outreach with relevant programs, goals and activities. Ability to be innovative and implement ideas practically and timely. Ability to effectively listen and assist staff and students. Must have strong organizational, priority-setting and problem-solving skills. Ability to work autonomously and as part of a team. Demonstrated sound judgement and decision making abilities. Ability to track, analyze, and synthesize a high volume of information and to handle multiple projects and meet strict deadlines. Demonstrated ability to work in a PC environment using databases, spreadsheets, presentation software, web applications and social media. Knowledge of Banner, Minerva and Drupal. Fluently bilingual (English and French, spoken and written).

Reference Number: 18-0603/MR0445

Reporting To: Associate Director, Administration

Salary Range: (Grade 03) \$45,800 - \$57,300 (midpoint) - \$68,800

Faculty/Unit: Faculty of Medicine
Epidemiology and Biostatistics

Position Type: Full-Time

Hours Per Week: 33.75

How To Apply:

Please submit your application online at <http://www.mcgill.ca/medhr/positions-available/apply-now>. Click on "APPLY NOW" and clearly indicate the reference number.

The deadline to apply for this position is June 14, 2018 at 5:00 PM.

Current employees: please indicate your McGill ID number in your application.

We thank all applicants for their interest in McGill University. However, the Faculty of Medicine will only contact applicants selected for an interview.

McGill applicants, covered by the McGill Non-Unionized, Non-Academic Personnel Policies and Procedures, must apply to a regular M and Excluded position within ten (10) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or 514-398-1660.