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| **JOB DESCRIPTION FORM FOR CO-OP EMPLOYERS** | | | | | | | | | | | | |
| Please see below for information regarding job description requirements for HINF Co-op job postings. For further questions, please contact:  Jason Bond, Co-op Coordinator | [hiscoop@uvic.ca](mailto:hiscoop@uvic.ca) | 250-721-8577 | | | | | | | | | | | | |
| **CO-OP WORK TERM** | SUMMER (May - Aug) | | | | FALL (Sept - Dec) | | | | SPRING (Jan - Jun) | | | |
| **POSTING DATES** | POSTING OPENS: | |  | | | | | POSTING CLOSES: | | | |  |
| **CO-OP WORK TERM DURATION** | 4 MONTHS | 8 MONTHS | | | | 4 or 8 MONTHS | | | | 4 or 8 MONTHS  *(8 MONTHS PREFERRED)* | | |
| **ORGANIZATION** | [Organization Name] | | | | | | | | | | | |
| **JOB TITLE** | [The more specific to the role, the better! Typical roles for Health Information Science students include Business Analyst, Clinical Applications Analyst, Go-Live Support, Health Business Consultant, Health Data Analyst and Health Systems Analyst] | | | | | | | | | | | |
| **JOB LOCATION** | [Please indicate the city where the student will be physically working] | | | | | | | | | | | |
| **SALARY/ WAGE** | [Average wages for co-op students:   * Health Information Science Undergrads $20+ per hour * Health Information Science Graduate $27+ per hour | | | | | | | | | | | |
| **HOURS PER WEEK** | [Typical work week hours for a full-time co-op student are between 35 and 40 hours per week. Students must have a total of 420 hours for the work term to meet co-op requirements] | | | | | | | | | | | |
| **JOB LOCATION** | REMOTE | | | | ON-SITE | | | | HYBRID | | | |
| **NUMBER OF POSITIONS** | [Please indicate how many students you hope to hire for each position] | | | | | | | | | | | |
| **JOB DESCRIPTION** | [Please provide a job summary and description]  Please provide a separate job description for each different position] | | | | | | | | | | | |
| **QUALIFICATIONS** | [Please note specific competencies (e.g. teamwork, analysis)] | | | | | | | | | | | |
| **VACCINATION STATUS**  **Does the student need to be vaccinated for COVID-19?** | YES – vaccination required | | | | | | NO – vaccination not required | | | | | |
| **SPECIAL JOB REQUIREMENTS** | [Please provide any specific requirements here. Some examples may include having a driver’s license or the ability to travel between work sites] | | | | | | | | | | | |
| **For relevant employers as defined by the BC Criminal Review Act: Will this position require a co-op student to complete a Criminal Records check?**  YES  NO | | | | | **Is the position open to International students with a valid Co-op work permit?**  YES  NO | | | | | | | |
| **TYPE OF STUDENT** | GRADUATE  [Nursing Informatics and HINF Grad students] | | | | | UNDERGRADUATE | | | | | | |
| **TARGETED PROGRAM AREAS** | JOB OPEN TO HINF PROGRAM STUDENTS ONLY | | | | | | | | | | | |
| JOB OPEN TO OTHER DISCIPLINES  [Please list which programs this job posting is open to in this section. For example, your posting may be open to students in health information science as well as computer science and software engineering] | | | | | | | | | | | |
| **APPLICATION PROCEDURE** | UVic Posting System *(students apply using* ***Learning in Motion*** *Co-op portal)*  Employer Email (students to apply directly with employer)  Employer Website (students apply through employer portal) | | | | | | | | | | | |
| **APPLICATION MATERIAL REQUIRED** | COVER LETTER | | | RESUME | | TRANSCRIPT | | | | | REFERENCES | |
| **ADDITIONAL APPLICATION INFORMATION** | Please provide any special application instructions here. For example, you may have a specific person the cover letter should be addressed to or you may also require a writing sample from the student. | | | | | | | | | | | |

**CO-OP JOB POSTINGS**

* We collect and post co-op job descriptions on our Learning in Motion system as provided by employers. Students apply and when jobs close, we send application packages to employers.
* Employers then let us know which students they would like to interview and we coordinate the interviews and send a confirmed interview schedule to the employer once all candidates have selected a time slot.
* Students apply, go to interviews, and are offered positions. All communications go through the co-op office. When a students is offered a position, they have a 24 hour window to accept or decline the offer.
* Please complete reference checks prior to submitting a final job offer.
* By working with us during this process, we are able to keep track of students who are still looking for placements.

A few extra points to consider:

* For a work term to meet the co-op specifications, it needs to be a minimum of 12 weeks long

(420 hours)

* Most co-op work terms are 16 weeks and coincide with our regular semester system (Jan-Apr, May-Aug, Sept-Dec)
* Some co-ops indicate an 8 month option, but we count an 8-month placement as 2 co-op terms. It is best to indicate this in your original job description – either note there is an option to extend to 8 months or ask for a commitment of 8 months
* It is also best to secure organizational funding and approvals prior to beginning the process of securing a co-op student placement. If a student applies, interviews and is selected, only to find out that the position is not going forward, this can delay their academic plans, graduation date, etc.

**Thank you for supporting the University of Victoria's co-op education programs!**