**JOB DESCRIPTION:**

The MEd Counselling Program in the School of Education at Acadia University is seeking a **Practicum Associate** to support MEd student practicum placements for the upcoming academic year. This 12-month position will commence on April 1, 2021 to support planning for a Fall 2021 and Winter 2022 internship placement process.

**OVERVIEW:**

This position will provide administrative and student practicum placement support for our two streams, Agency and School, for the counselling students in the full-time and part-time counselling programs at Acadia. Reporting to the Director of the School of Education, the Practicum Associate closely liaises with the Clinical Coordinator for the MEd Counselling Program throughout the academic year, as the placement arrangements are conducted. The hours of responsibility are between 250-500 hours during a contract year.

**QUALIFICATIONS:**

The successful candidate must have a minimum of an undergraduate degree and relevant post-degree professional experience in a counselling field. Preference will be given to applicants with a graduate degree in counselling or closely related area, with knowledge of the counselling profession within Nova Scotia and familiarity with schools and community counselling agencies throughout the province. The successful candidate will be highly self-motivated, have a positive attitude, possess excellent verbal and written communication skills, be able to respond professionally when presented with challenging situations, have strong attention to detail, be well organized, and highly independent and productive. Proficiency in Word, Excel, and email correspondence is required.

**SPECIFIC RESPONSIBILITIES:**

1. Support the goals of the Counselling Program by building and sustaining positive relationships with all site supervisors and community shareholders.
2. Meet with incoming MEd students on Orientation Day (July), in the fall (September) and winter (March) as a group and individually, as required, to provide information about the practicum placement process.
3. Receive Practicum Information Forms from students to gather particulars for potential placement interests and any exceptional needs.
4. Direct practicum students toward the necessary preparation of a cover letter and an up-to-date resume for upcoming practicum interviews
5. Provide mock interview sessions with practicum students as a group once per term.
6. Liaise with existing practicum sites across Regional Centres for Education (RCE’s), Provincial School Boards, Post-Secondary Institutions, Nova Scotia Health Authority, Agency Settings, and Private Practices to establish placements for each term.
7. Expand current practicum site offerings through recruitment of Internship sites and Practicum Supervisors who can provide a professional learning experience to students, which meet the requirements as outlined in the current MEd Counselling Program Handbook.
8. Ensure students are aware of any special requirements of the practicum placement site (i.e. NSHA vaccinations) and a timely arrival of documentation.
9. Receive Placement Confirmations from students prior to commencement of practicum and forward Confirmation forms to the Clinical Coordinator.
10. Retain an updated Compendium of Agency Practicum Placements with contact information and important specifics of each site for subsequent placement periods.

**ADDITIONAL REQUIREMENTS:**

The position requires some travel to the Acadia campus during the contract year for student information and orientation days. Although communication with the Clinical Coordinator for the MEd Counselling Program will be predominantly via email and video conference, there may be important meetings specific to the practicum placement work that might require attendance in person. The successful candidate must also have access to a personal computer, internet, and phone services.

**REMUNERATION:**

The rate of pay for this contract is approximately $20.00/hour, up to a maximum of $7,500 per work term.

**TO APPLY:**

Forward a cover letter and a resume by email to: Dr. Janet Dyment, Director, School of Education, Acadia University [janet.dyment@acadiau.ca](mailto:janet.dyment@acadiau.ca) The application deadline is **Friday, March 12, 2021.**

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*Acadia University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates. Candidates who belong to equity-deserving groups are particularly encouraged to apply; including women, Black, Indigenous and People of Colour, members of the 2SLGBTQ+ community, people with disabilities and other equity-deserving individuals. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials.*