

Coordinator Role

Areas and examples of activities and tasks that Coordinators are either organizing or are participating in.

Area	Specific Process Involved
A. Admin - Supporting Registrarial Processes	<ol style="list-style-type: none"> 1. Prior Learning Assessment input 2. Advanced Standing 3. Transfer Credit 4. Program Referrals 5. Grad Audits
B. Recruitment	<ol style="list-style-type: none"> 1. On campus facility tours and/or meetings 2. On campus group tour participation 3. Major events – showcases 4. Conversion events – Phone campaigns & Receptions 5. Outreach – Event participation/presentations 6. Program related competitions (i.e. Skill Canada, FITT, etc) 7. Responding to Inquiries – Email & Phone (various types- prospective students, influencers, teaching candidates, etc.
C. Admissions	<ol style="list-style-type: none"> 1. Portfolio or Testing Reviews/Scoring 2. Content – Program Supplemental materials for Admission packages
D. Scheduling	<ol style="list-style-type: none"> 1. Scheduling - all schedules 2. Test schedules
E. Equipment/Facilities	<ol style="list-style-type: none"> 1. Facility Maintenance 2. Equipment Maintenance 3. Capital Equipment Planning
F. Marketing Publications	<ol style="list-style-type: none"> 1. Annual - Career Guide review & content 2. One-off promotional material (i.e. program flyers)
G. Internship/Practical	<ol style="list-style-type: none"> 1. International Internships 2. Domestic placements 3. Field Trips 4. Coop
H. Administrative	<ol style="list-style-type: none"> 1. Health & Safety 2. Police Certification 3. Vaccination records 4. Posting news/opportunities (jobs etc.)
I. Curriculum Maintenance	<ol style="list-style-type: none"> 1. Textbook Selection logistics 2. Monitoring PT staff courses 3. Mentoring PT Staff 4. Program material fee input/planning 5. Curriculum and PAC meetings 6. Industry Related/Community Engagement Activities
J. Student Liaison	<ol style="list-style-type: none"> 1. PT studies planning 2. Program Advising 3. References - Graduates
K. Self initiated/volunteer	<ol style="list-style-type: none"> 1. Internal Committees 2. PD – courses/workshops and conferences 3. Research participation projects