

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Field Experience Coordinator/First Year BEd Advisor
DEPARTMENT	Education
CATEGORY	☐ Hourly ☒ Salary
REMUNERATION SCALE	IC3
REPORTS TO	Dean - Education
LAST REVISED	November 7, 2025

POSITION SUMMARY

The Field Experience Coordinator and First-Year BEd Advisor is a multi-faceted role responsible for overseeing field placements, ensuring compliance with certification requirements, and advising first-year Bachelor of Education (BEd) students. This position requires strong organizational skills, attention to detail, and effective communication with BEd candidates, faculty, and external stakeholders.

Confidentiality and Administrative Scope

This position is central to supporting BEd candidates from application through certification and providing guidance to first-year students.

Confidentiality:

The Field Experience Coordinator/First-Year BEd Advisor is responsible for protecting candidate information, academic records, and sensitive field placement documentation. Strict adherence to privacy and institutional confidentiality standards is required at all times.

Administrative and Clerical Responsibilities:

In addition to its advisory functions, this role requires **substantial administrative and clerical** support essential to field placement coordination. These responsibilities include managing program records, processing documentation, maintaining student files, organizing placement logistics, and ensuring accurate tracking of certification and program requirements.

ESSENTIAL JOB FUNCTIONS

- Initiate and manage BEd candidates' placements for Practicum (student teaching) and Field Experience (classroom involvement).
- Coordinate placements with K-12 schools, ensuring timely arrangements and appropriate placements.
- Maintain and track documentation such as Vulnerable Sector checks, Practicum applications, and Field Experience forms.

- Prepare and distribute relevant information to Practicum candidates, Mentor Teachers, and school principals.
- Address inquiries from all parties and support students throughout their field experiences.
- Collect and analyze feedback and data for program improvements.
- Work closely with the Dean in preparing for the Teacher Preparation Council, Advisory Committee Meetings
- Track and update Individualized Development Plans (IDP) through comprehensive audits for each BEd candidate, ensuring alignment with graduation and certification requirements for Alberta Education and SDACC.
- Prepare materials for Dean's Recommendation for Alberta Certification
- Manage the BEd Admission process, including review of applications, Letters of Recommendation, and unofficial transcripts.
- Work with the Dean and faculty to ensure accuracy of records
- Collaborate with the Registrar to ensure course availability, to ensure that students complete their programs in the specified times as outlined in the Academic Calendar and the BEd Handbook.
- Support BEd candidates by providing guidance on certification queries and Alberta Teacher Certification requirements.
- Assist in preparing materials for Alberta Certification and attend relevant certification meetings.
- Advise incoming BEd students, assisting with course selection and ensuring all admission requirements are met.
- Develop initial Individualized Development Plans for first-year students.
- Ensure that the information in the Academic Calendar and BEd Handbook accurately reflects current practice and policy.
- Monitor progress and facilitate transition to BEd advisors after the completion of 30 credits.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Bachelor's degree in Education or a related field.

EXPERIENCE

- Minimum of 3–5 years of experience in the K-12 Alberta school environment preferred, or experience working in a post-secondary setting.

SKILLS

- Proficiency in Microsoft Office Suite.
- Strong organizational and communication skills.
- Ability to handle confidential student information with discretion.
- Detail-oriented with a focus on accurate record-keeping and program tracking.
- Strong knowledge of Alberta Education teacher certification requirements and field placement standards.

- Demonstrated ability to advise and support diverse student populations with empathy, discretion, and professionalism.
- Strong understanding of teacher education pathways and provincial certification frameworks
- Ability to work both independently and collaboratively within a team environment.

PERSONAL

- Professional, responsive, and positive work attitude
- Manual dexterity is required to use the desktop computer and peripherals
- A commitment to student development in accordance with the institution's mission and values.
- An active member of the Seventh-day Adventist Church and passionate about Adventist Education

HOURS

- Full-time, 38 hours per week; schedule may vary based on departmental needs

SALARY

- \$4,267.00 - \$5,278.00 per month