

OPEN TO THE PUBLIC

## Summer Student Employment Opportunity

### Innovation PEI Case Team Coordinator (1 position)

**Student Summer Term – 15 weeks (May 24, 2021 – September 3, 2021)**

**Location: Virtual**

The case team coordinator will work with the case team program and oversee the teams to supervise and support them as they review issues or concerns brought forward by government departments and agencies, businesses and non-profit organizations. The case team coordinator will gain valuable and practical knowledge as they lead the program in working collaboratively with each other and organizations. The case team coordinator will be expected to keep records, assign tasks and analyze processes. They will ensure that the project is managed efficiently and progresses on schedule. Case team members will report directly to the case team coordinator.

#### **Duties include:**

- Working collaboratively with the case team members and case team supervisors;
- Identify and helping articulate the client's needs to case teams;
- Training and coaching case team members throughout the project;
- Acting as a liaison between the client and the case teams;
- Completing various administrative tasks with case team members;
- Overseeing quality, systems, research or design related to the team's project;
- Evaluating case team member's performance;
- Meeting and communicating with clients as needed;
- Scheduling and arranging regular professional development events; and
- Other related duties as required.

#### **Minimum Qualifications:**

- Must have attended a post-secondary institution full-time in the current year and intend to return to full-time studies in the fall of the current year (Candidates will be sought from all disciplines and levels of post-secondary study.)
- Communication and collaboration skills
- Ability to work both independently and as part of a team
- Strong leadership skills
- Strong computer skills including; spreadsheet, presentation and word processing
- Ability to speak, read, and write in English.

#### **Other Qualifications:**

- Case Team experience considered an asset.

*Innovation PEI is committed to an inclusive workplace that reflects the diversity of our community. We welcome applications from qualified international students currently studying/enrolled in post-secondary institutions. Please note you must be attending and returning to school on a full-time basis. Proof of student status (student work visa) may be requested.*

**Salary Range:** \$15.72 - \$16.95 per hour (Government Student Rates of Pay)  
**Bi-Weekly Hours:** 75 hours bi-weekly  
**Posting ID:** 2021-03 IPEI  
**Closing Date:** Friday, April 30, 2021 **5:00 p.m.**

If interested, please submit application at:

<https://services.princeedwardisland.ca/en/service/student-application-case-team-program#/>