



Practicum Placement Officer (Full Time Staff)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The Practicum Placement Officer is a full-time staff position responsible for securing practicum placements for Bachelor of Education students through timely communications with K-12 school partners and collecting and maintaining practicum data using a customized software under the direction of the Director of Practica.

Main responsibilities for this position will include:

- front line communicator with practicum schools who invites school principals to participate in practicum experiences, collects school mentor data, procures the appropriate amount and grade level/teachable area placements and inputs all data into the SONIA software
- reviews all pre-service teacher police information checks
- prepares all practicum placement data for the Director of Practica to make appropriate practicum placements (three cycles per year)
- supports the hiring process of all Practicum Advisors, along with the Director of Practica
- Provides in-person training to pre-service teachers, Practicum Advisors and the Director of Practica on the SONIA software and customizes the software to meet emerging needs
- Provides SONIA user support remotely via e-mail to Cooperating Teachers
- brings any personnel challenges to the Director of Practica

QUALIFICATIONS

- minimum of a bachelor's degree or equivalent experience. Verification of credential will be required.
- minimum of 3 years of related experience
- police information check, including vulnerable sector check, is required
- ability to establish strong, positive and enduring relationships with schools and school leadership, especially through responsive and professional e-mail and phone communications
- Proven ability to work independently, effectively manage calendars, coordinate schedules, balance complex priorities, deadlines, and other assignments while exercising good judgment, discretion, and confidentiality
- ability to anticipate, plan for and navigate challenges that occur, related to all aspects of practicum
- familiar with Microsoft office, and comfortable learning a new software platform to manage data
- familiarity with police record checks and vulnerable sector checks is an asset
- familiarity with staff roles and responsibilities in K-12 schools is an asset



- familiarity with standards of teacher professionalism is an asset

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Education Practicum Placement Officer" by May 18, 2026. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***