

Limited Term Appointment – School of Education – St. Thomas University

The School of Education at St. Thomas University invites applications for a full-time Limited Term Appointment (LTA) as Field Placement Coordinator, beginning July 1, 2026. This position is renewable for up to three years, subject to budgetary approval.

St. Thomas University is an undergraduate, liberal arts institution with a full-time enrolment of 1,600. Its students graduate with Bachelor of Arts, Applied Arts, Education, and Social Work degrees. The faculty members are distinguished teachers, researchers and scholars, and the university holds two Canada Research Chairs.

The Field Placement Coordinator manages and oversees practicum placements in the B.Ed. program. Working collaboratively with the full-time faculty in the School of Education, the role involves liaising with school districts, principals, faculty, and the New Brunswick Office of Teacher Certification to arrange and support placements for approximately 105 teacher candidates. Responsibilities include coordinating and assigning University Supervisors, preparing practicum resources and evaluation materials, addressing placement challenges, maintaining student records, and submitting final internship grades. The Field Placement Coordinator also supports student success through teaching in the B.Ed. program in their identified areas of expertise, participating in recruitment and orientation events, and tracking graduate employment outcomes. The position is campus-based.

Additional information about the Bachelor of Education program in the School of Education at St. Thomas University, including a list of current courses offered, can be found here:

<https://www.stu.ca/education/>

Requirements:

- A completed or near-completed PhD in Education is preferred. A Master's degree in Education is required;
- A Bachelor of Education and minimum of NB Teaching Certification Level VI or equivalent;
- A minimum of three years of recent, successful, full-time, contract teaching experience in K – 12 public education;
- Preference will be given to candidates who have teaching experience at the university level and/or extensive experience in an administrative and supervisory capacity related to the professional development and evaluation of classroom teachers;
- Experience working with culturally and linguistically diverse student populations, scholarship and/or experience working with BIPOC and/or 2SLGBTQIA+ communities will be considered assets.

Applications must include: (a) a cover letter outlining their teaching experience, scholarly interests and achievements, and potential contributions to the School of Education Bachelor of Education program as specified in the requirements listed above; (b) a curriculum vitae;

(c) university transcripts for undergraduate and graduate work (unofficial transcripts are permissible); and (d) a teaching dossier that provides a statement of teaching philosophy and evidence of teaching effectiveness, scholarly work, and/or professional contributions related to their field of expertise. All application materials should be submitted in one (1) document via e-mail to: director.soe@stu.ca. Additionally, three letters of reference are also required and should be sent in confidence directly from referees to Dr. Grant Williams, Director of the School of Education, at director.soe@stu.ca

Closing Date: May 29, 2026. Applicants are responsible for ensuring that their completed applications, including letters of reference, are received by the closing date. Only short-listed applicants will be contacted after the closing date.

St. Thomas University encourages applications from all qualified candidates and is committed to the principles of equity, diversity, and inclusion, including employment equity for the following under-represented groups identified in the Canadian Employment Equity Act: women, Aboriginal persons, members of visible minority groups and persons with disabilities.

St. Thomas University is situated on the traditional territory of the Wolastoqiyik, Wəlastəkewiyik / Maliseet whose ancestors along with the Mi'Kmaq / Mi'kmaw and Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and Friendship Treaties with the British Crown in the 1700s.