

BOILERPLATE

Position #:(NUNC).(E)....
Developed by:.....JR
Reviewed by:.....SG
Approved by:.....LK
Date:.....10/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator (Experiential Education Liaison)
DIVISION: Academic Affairs (UCOLL and the Degree College)
REPORTS TO: Dean of the Academic College and the Director, Office of
Experiential Learning & Community Engagement
GRADE: 10
SUPERVISES: May supervise student workers

BASIC FUNCTION:

Coordinate experiential learning activities (internships, field experiences, project based learning, service, etc.) in an academic college, in collaboration with University College Office of Experiential Learning and Community Engagement, to help maximize students' involvement. Assist faculty in creating high quality learning opportunities in students field of study. Work with College Dean's Office to update all experiential and curriculum information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with faculty and department chairpersons to continually develop new internship and experiential learning opportunities in the curriculum, including project based learning.

Market experiential learning opportunities to both internal (faculty) and external (community) partners.

Facilitate integrating experiential learning into courses through curriculum redesign.

Establish relationships with all internship placement site supervisors, including supervision assessment and continued development of internships.

Work with the relevant college dean's office to update curriculum sheets and advising tools (department Web Sites) regarding experiential learning.

Provide group and individual advising, and teach associated professional seminars (1-3 credits) for students completing service learning, practica, course projects and internships.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS: Demonstrated strong organizational skills and proficiency in oral and written communication and experience in experiential education coordination.

REQUIRED: Master's degree, preferably in higher education or in a degree relevant to college of employment; minimum of two years of experience (full or part-time, professional and graduate work included) working with students in career-related advising capacity or in experiential learning in higher education, or 4 years of similar experience in college relations (recruiting or programming); demonstrated effective curriculum design and assessment experience around experiential learning; demonstrated strong organizational skills; evidence of excellent skills in writing, speaking, and working with students; experience teaching in-class or on-line (such as SAKAI; experience working with diverse populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.