UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Experiential Education

DIVISION: Academic Affairs (University College for Academic Success)

REPORTS TO: Director Center for Career and Experiential Education

GRADE: 12

SUPERVISES: Professional and administrative staff and students as assigned

BASIC FUNCTION

Responsible for leading the effort to help faculty and staff expand collaborations with community partners to provide effective and high quality experiential learning opportunities in students’ fields of study, and to collect and analyze experiential learning data. These opportunities include, but are not limited to, career planning, internships, service learning, civic engagement, practica, course projects, and so forth. The assistant director is responsible for ensuring that students have sound educational experiences with appropriate learning outcomes and contracts, monitoring and assessing learning opportunities for continued improvement and evaluation, and addressing liability issues. The assistant director will partner with the experiential education coordinators who work with faculty and community partners to facilitate career and experiential learning across the curriculum whenever possible, and who teach classes supporting internships, and project-based and service learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, implement, and maintain a method to measure and evaluate program progress, including establishing metrics and evaluation plans.

Prepare and maintain contracts and affiliation agreements in a common database platform.

Oversee development and maintenance of web portal and comprehensive database of experiential learning opportunities.

Ensure that each experiential learning opportunity has a clear set of learning outcomes, a faculty or staff sponsor, and a mechanism for addressing liability issues.

Promote on-line professional development seminars and modules that accompany learning experiences.
Create and collaborate with experiential learning advisory committee to connect faculty and employer partners engaged in experiential learning opportunities for credit.

Create consistent course codes for various experiential learning in each college and program so that credit hours can be tracked.

Encourage the use of credit course options as a means of integrating experiential learning across the curriculum.

Help identify barriers to integrating experiential learning into the curriculum in the quest for a changed climate for learning.

Market career and experiential learning as the hallmark of undergraduate education at URI.

Act as the liaison to experiential learning professional associations.

Meet with experiential education coordinators regularly to provide leadership in best practices within experiential learning.

Conduct and report on site evaluations to ensure curriculum goals and objectives are being met.

Assist in managing the budget and develop revenue-producing initiatives.

Assist sites in developing descriptions, goals and objectives for experiential learning.

OTHER DUTIES & RESPONSIBILITIES:

Perform additional duties as requested.

TOOLS & EQUIPMENT:

Personnel computers and printers; word processing, database management.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree in Education, Higher Education, Business or related field with a minimum of five years of progressively responsible experience in college level experiential learning coordination; Demonstrated experience teaching experientially at the college level; Demonstrated program marketing skills; Demonstrated experience using assessment and learning outcomes measures in the field of career or experiential learning; Demonstrated strong verbal and interpersonal communication organizational skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills. Demonstrated experience with social justice; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse populations/groups.
PREFERRED: Demonstrated conflict management skills; and, Demonstrated experience working with student leadership programs.

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