

Job Code:...100545-2018
Position #: (PSA).... (E)
Developed by:JR; KS; BQ
Reviewed by:.....DLJ
Approved by:.....
Date:.....10/11; 06/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator (Experiential Education Liaison)
DIVISION: Academic Affairs (College of Health Sciences/University College)
REPORTS TO: Dean of the College of Health Sciences and Director, Center for Career and Experiential Education
GRADE: 10
SUPERVISES: Student workers as necessary

BASIC FUNCTION:

Coordinate experiential learning activities (internships, field experiences, project-based learning, service, etc.) in the College of Health Sciences, in collaboration with University College Center for Career and Experiential Education, to help maximize students' involvement. Further, to facilitate outreach to high school and middle school students interested in studying health at the College level, develop and deliver programming within RI high schools and middle schools. Assist faculty in creating high quality learning opportunities in student's field of study. Work with the College of Health Sciences 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 prioritizing interprofessional 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 respective college's 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.

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Provide outreach, including presentations, to high school and middle schools in RI to promote awareness of opportunities in health focused academic studies and careers.

Develop and implement an annual interdisciplinary open-house at URI for high school students to experience health focused academic majors.

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:

REQUIRED: Master's degree; Minimum of two years of experience working with students in career-related advising capacity or in experiential learning in higher education (full or part-time, professional, and/or graduate work included), OR Minimum of four years of experience in college relations, recruiting or programming; Demonstrated curriculum design and assessment experience (including experiential learning); Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience teaching in-class or on-line (such as, SAKAI); Demonstrated experience in career and/or experiential education coordination; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Master's degree in higher education or in a Health Sciences-related field (communicative disorders, health studies, nutrition, physical therapy, psychology, kinesiology, family studies, etc.)

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