

Class Code:.....0691  
Position#:(PSA).....8212  
Developed by:.....SG  
Reviewed by:.....JR  
Approved by:.....LK  
Date:.....4/02; 8/03;02/04

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, University College Office of Internships and  
Experiential Education

**DIVISION:** Academic Affairs (University College)

**REPORTS TO:** Dean of University College and Special Academic Programs

**GRADE:** 11

**SUPERVISES:** Office of Internships and Experiential  
Education

**BASIC FUNCTION:**

Responsible for the day-to-day operation of the program, including teaching classes and workshops to support student academic internships, and developing and supporting field internships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate the internship program (fall, spring, and summer), including full and part-time academic internships, both domestic and international.

Manage the budget and develop revenue-producing initiatives such as off-campus, out-of-state, on-line and international opportunities for internships.

Conduct ongoing evaluation of experiential learning opportunities and share these data with the university community.

Interview, screen and place student applicants for internship opportunities.

Teach seminars associated with credit internships.

Maintain a body of current resources on experiential learning and make them available to the university community. Plan campus events to inform and highlight the salience of experiential learning.

Organize workshops for faculty on incorporating experiential learning into courses and on providing appropriate opportunities for internships in all majors.

Present informational workshops on experiential learning to URI 101 classes.

Provide assistance in planning and executing site visits with individual faculty to assure ongoing monitoring of student interns.

Supervise the maintenance of a database of student internship experiences and conduct follow-up studies to assess the outcomes of such involvement.

Coordinate CSV 320 graduate instructors teaching upper-class peer mentors who work with the URI 101 class.

PASS training includes workshops on study skills, time management, stress management, goal setting, and many others.

Supervise interns who are responsible for new students in academic trouble.

Evaluate two programs and continuous program development.

Select, evaluate, and supervise office staff.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assume responsibility for other projects as requested by the dean.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Master's degree with experience in college teaching required. Ph.D. with teaching experience preferred. The following are required: experience in undergraduate experiential education or internship programs; experience in program design and evaluation; excellent communication skills. Preference given to candidates with a knowledge of assessment, computer skills, and obtaining external grants.

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