

Job Code: 101269
Position#: (PSA) (E)
Developed by:..... . . KS
Reviewed by:.....DLJ LK
Approved by:.....LK
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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

Lead 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, project based learning, clinical, student teaching 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.

Develop and manage processes for programming and engagement data collection for the CCEE.

Assist in the creation of annual and other data reports for CCEE and enhance the telling of department narrative with data.

Represent CCEE and serve as liaison to data governance groups and committees.

Serve as liaison with URI General Counsel and URI Risk management for issues related to affiliation agreements and risk/liability of experiential learning opportunities.

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.

Work with Faculty and Experiential Coordinators to 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.

Track and report on experiential learning course enrollment to University constituencies and other state, or national programs (for example, the National Council for State Authorization Reciprocity – NC-Sara.)

In the area of Curriculum & Teaching, oversee CSV curriculum design and manage oversight and faculty support of campus-wide CSV course offerings. Create Diversity, Equity, Inclusion, and Social Justice materials. Support campus Experiential Education Coordinators with community partnership development and sustainable course integration. Create modules for students on entering the community, reflection, and servant leadership topics.

Design and implement process for tracking co-curricular experiential learning engagement.

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 and work to define or design resources to overcome said barriers.

Help identify barriers for students to engage in experiential learning opportunities to create equitable access to engagement.

Create Diversity, Equity, Inclusion and Social Justice materials for utilization in experiential learning opportunities.

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.

Create rubric and/or taxonomy for creating, evaluating and scaling up experiential learning opportunities.

Create or organize training opportunities for faculty, and employer partners on topics related to sustainable and inclusive experiential learning.

Supervise and support Community Engagement Coordinator in civic engagement, community service and service-learning program and support.

Create professional development models students, employer partners, and faculty on topics related to experiential learning development, engagement and support.

Create process for recognizing and celebrating experiential learning initiatives and programs, with specific attention to faculty, employer, and student partnerships.

OTHER DUTIES & RESPONSIBILITIES:

Perform additional duties as requested.

TOOLS & EQUIPMENT:

Personnel computers and printers; word processing, database management. Google.

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; 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 skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice into work; Demonstrated supervisory experience; Demonstrated experience using Google platforms; Demonstrated experience with basic data collection analysis, platforms and report sharing; and, Demonstrated ability to work with diverse populations/groups.

PREFERRED: Demonstrated conflict management skills; Demonstrated experience working with student leadership programs; and, Demonstrated experience using marketing platforms (i.e. Canva.).

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