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Position#: (NUNC) (E)
Developed by: DH
Reviewed by: DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Kinesiology Internships and Experiential Education

DIVISION: Academic Affairs (College of Health Sciences: Kinesiology)

REPORTS TO: Department Chair, Kinesiology

GRADE: 10

SUPERVISES: Undergraduate Internship and Experiential Learning Students

BASIC FUNCTION:

Responsible for the day-to-day operation of the Kinesiology internship 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.

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

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 students in the Kinesiology program. Participate in and plan campus events to inform and highlight the salience of experiential learning.

Organize opportunities for faculty to incorporate experiential learning into courses and on providing appropriate opportunities for internships in the major.

Present informational workshops on experiential learning to URI 101 classes.

Provide assistance in planning and executing site visits with internship sites to assure ongoing monitoring of student interns and communication with internship sites.

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

Coordinate with the program director to assist with data gathering necessary to maintain accreditation for applicable undergraduate programs in Kinesiology.

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

Supervise graduate students who are responsible undergraduate experiential learning students.

Assist in the evaluation of Kinesiology programs and participate in ongoing program development.

OTHER DUTIES AND RESPONSIBILITIES:

Assume responsibility for other projects as requested by the Department Chair.

Perform other duties as assigned.

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:

REQUIRED: Master's degree; Demonstrated experience in college teaching and/or mentorship; Demonstrated experience in kinesiology or related field; Demonstrated experience with experiential education; Demonstrated experience in undergraduate education or internship programs; Demonstrated experience in program design and evaluation; Demonstrated experience with database management; Demonstrated computer skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of assessment.

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