



DATE ISSUED: 08/18
FLSA: Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Experiential Learning

JOB SUMMARY

The Coordinator of Experiential Learning provides leadership and coordination in developing, implementing, and evaluating the experiential learning program for TWU. The program will provide purposeful education to undergraduate and graduate students through real-world experiences such as service learning, internships, practica, or civic engagement outside of the classroom. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Internships and Experiential Learning

Supervises: May supervise Graduate Assistants and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists in the development and implementation of TWU's Experiential Learning Program.
- Manages the Experiential Learning budgets and provides budgetary recommendations to Director.
- Coordinates Experiential Learning assessment in collaboration with Institutional Improvement.
- Determines priorities and provides resources to experiential fellows and experiential student scholars.
- Creates, sustains, and increases cooperative Experiential Learning relationships and opportunities with staff, faculty, campus organizations, and community partners.
- Manages, coordinates, and facilitates travel for faculty, staff, students and guest speakers for Experiential Learning conferences and related events.
- Coordinates and plans workshops and presentations promoting experiential learning.

Coordinator, Experiential Learning
Date Issued: 08/18
FLSA: Exempt
PTO: VCS

- Oversees Experiential Learning and related projects and awards recognition.
- Manages Experiential Learning data, assessment, documentation, and reporting.
- Manages and maintains the Experiential Learning Program website.
- Represents the Pioneer Center for Student Excellence on internal and external committees, task forces, and councils.
- Evaluates current programs and develops new programs when appropriate.
- Coordinates and participates in all aspects of the Pioneer Center.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Years of experience may substitute for required education on a year for year basis.

EXPERIENCE

Three years experience in higher education and previous experience related to project coordination and management.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of experiential learning pedagogy and student success initiatives.
- Knowledge of academic programming related to experiential education.
- Ability to develop and maintain databases, reports, and processes.
- Ability to integrate resources and information to assist in developing procedures and to solve problems.
- Ability to present information effectively to internal and external audiences.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively by phone, in person, and in writing.
- Ability to produce accurate reports under time pressure, when needed.
- Ability to multi-task, develop and present workshops or training, and ability to advise and guide students specific to experiential learning opportunities.

*Coordinator, Experiential
Learning
Date Issued: 08/18
FLSA: Exempt
PTO: VCS*

- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related University software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Coordinator, Experiential
Learning
Date Issued: 08/18
FLSA: Exempt
PTO: VCS

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.