



DATE ISSUED: 02/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Internships and Experiential Learning

JOB SUMMARY

Administers the day-to-day operations of internships and experiential learning at TWU. The internship program includes assisting academic departments in developing internship experiences, identifying internship sites, oversight of processes and risk-management. The experiential learning program provides purposeful education to undergraduate and graduate students through real-world experiences such as service learning, internships, practice, or civic engagement outside of the classroom. Additionally, this position develops external relationships with new and emerging internship/experiential learning sites, and cultivates existing relationships. The Director plays an integral role in the success of TWU students serving at and learning from the internship and experiential learning programs. The Director also ensures internal processes are meeting the needs of TWU students by providing education on the importance of participating in internship/experiential learning opportunities, and providing students with the tools they need to successfully obtain these experiences in alignment with developmental advising practices. The Director will work directly with faculty seeking to expand internship/experiential learning opportunities within their discipline. Additionally, the Director serves as a resource to the campus community in the absence of the Assistant Provost, directly supervises subordinate staff, and coordinates efforts with the Career Connections Center. Work is performed under minimal supervision with broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Provost, Student Success Initiatives

Supervises: Coordinator Experiential Learning, Coordinator Internships, clerical employees; may supervise Student Assistants

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

- Oversees daily administration of internal internship policies and practices.
- Develops and cultivates new and existing relationships with external internship sites.
- Advises and supports students seeking internships and going through internship experiences.
- Supports faculty seeking to develop or expand internship programs.
- Serves as a liaison to academic departments and Career Services.
- Develops and administers internal database of internship opportunities.
- Serves in place of the Assistant Provost in the absence of the Assistant Provost.
- Serves on and chairs departmental, division, and university-wide committees, councils, and task forces.
- Directs and pursues acquisition of resources to support experiential learning.
- Manages the Experiential Learning budget, provides status reports, and participates in budget planning.
- Collaborates with internal and external groups to develop and promote Experiential Learning opportunities.
- Develops and implements professional development for students, faculty, and staff related to internships and experiential learning
- Oversees Experiential Learning Projects and Awards Recognition, as well as an Annual Experiential Learning Showcase.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists in preparation of grants.
- Performs other duties as requested.

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

- Knowledge of experiential learning pedagogy and student success initiative.
- Knowledge of academic programming related to experiential education.
- Knowledge of emerging trends within experiential learning and internship/career services.
- Knowledge of relationship building and cultivation techniques.
- Knowledge of student development theory.
- Ability to develop and maintain databases and reports.
- Ability to integrate resources.
- Ability to effectively present information to internal and external audiences.

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including University related software and email.

EDUCATION

Bachelor of Science degree. Master's degree preferred.

EXPERIENCE

Seven years experience in advising and supporting students through the internship and experiential learning process. Experience with employer/internship site development. Experience leading a team of individuals working toward a common goal.

REQUIREMENT

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

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.

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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.

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.