

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Experiential Learning Program Coordinator

Code: 13116

Salary Grade: 59

FLSA Status: Exempt

Department/Division: Career Services

Reports To: Associate Director for Employer Relations

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## *Summary*

- Function: To provide professional skills in the development, implementation and delivery of the experiential learning program.
- Scope: Responsible for the development and continued delivery of a centralized experiential learning program facilitating employer relations and internship and co-op opportunities.

## *Duties*

- Typical:
  1. Provides individual and group advisement for students interested in experiential learning; develop and market the experiential learning career information resources through workshops and presentations.
  2. Assists students with professional development by conducting resume/cover letter critiques and job-search strategies; provide guidance regarding application procedures and university policies.
  3. Identifies appropriate library and web-based resources; assist with web page content to promote experiential learning.
  4. Coordinates experiential learning opportunities with the colleges and individual departments. Collaborates with other university departments to effectively market experiential learning through programming and marketing; coordinate promotional materials directed to targeted student populations, staff and faculty members, administration, and parents.
  5. Facilitates placement of students in positions related to their academic major; monitor students' on-site assignments, and maintain support documentation for academic credit and/or university recognition.
  6. Develops and maintains written guidelines outlining experiential learning procedures; circulate program descriptions and maintain critical communications with supporting departments.
  7. Conducts employer site visits to develop and maintain relationships and expand experiential learning opportunities, promoting out-of-classroom

<p>experience and learning activities related to the students' academic studies and career direction.</p> <p>8. Collaborates with other Career Services personnel to host experiential learning events, including career fairs, information sessions, and employer site visits</p> <p>9. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Develops and implements a program assessment process; maintain data and records needed for monthly and annual reports as well as data required for various accreditation bodies</p> <p>2. Participates in area business associations and chamber of commerce activities with emphasis on employer development.</p>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Seven years of progressively responsible experience in experiential learning in a business or industry, or a University Career Center atmosphere.	Additional experience in the use of career center software such as MonsterTRAK, CSO, or EXPerience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, including the Microsoft Office Suite and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Local travel required.
	May require evening and weekend work.

*Supervision*

<b>Received</b>	<b>Given</b>
Overall review for efficiency and effectiveness in meeting program goals and objectives.	Directly and/or indirectly supervises assigned staff and students

*Accuracy*

Proficiency in all phases of the duties performed.

*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.