

COORDINATOR - FIELD EXPERIENCE I *

Function of Job:

Under administrative supervision of responsible staff or faculty member, to administer and coordinate all aspects of a program with specific responsibility for developing and administering the supervised field experience for students or volunteers.

Characteristic Duties and Responsibilities:

1. Work with concerned staff to develop program and establish educational objectives.
2. Establish and arrange field experiences for students or volunteers, including contacts with local business, industry, government and non-profit agencies as required.
3. If placing students with outside employers, be responsible for:
 - a. Evaluating available positions as to their value as learning experiences;
 - b. Advising students of availability and selecting/referring them to employers;
 - c. Evaluating employers' participation, students' activities, and assigning grades; and
 - d. Working closely with employers to identify program needs.
4. Provide career and academic advisement to students or field volunteers.
5. Recruit students, field volunteers, regional coordinators and/or employers, as applicable, for field experience program.
6. Supervise, train, orient, evaluate and coordinate efforts of students, field volunteers, regional coordinators and other assigned staff, as applicable.
7. Participate in field work and collect, compile, record and analyze observations and data, as required.
8. Coordinate and direct related workshops.
9. Prepare and maintain necessary procedures, records, reports and other documentation.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree **or** Associate's degree and two years of related experience.
2. Administrative and supervisory skills.

Additional Desirable Qualifications:

1. Advanced degree in field to be specified by hiring Department.
2. One year of professional experience in teaching or career development work.
3. Some knowledge of the computer.

10/10/84

System Approval

10/10/84

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 5/21/75 as "Career Option Coordinator," 7/22/80 as "Assistant Coordinator - Field Experience;" 7/5/82 and 8/15/84 as "Coordinator-Field Experience."