

COORDINATOR-FIELD EXPERIENCE II

Function of Job:

Under administrative supervision of designated supervisor, to coordinate under graduate/graduate student placement, evaluation and supervision in work/learn experiences which are directly related to their academic major.

Characteristic Duties and Responsibilities:

1. Contact top officials of current and potential student employers to develop student positions, refer and promote hiring of students, establish job duties.
2. Interview students and provide them with information concerning program.
3. Prepare job classifications and descriptions of field experience positions, advertise, and select student candidates.
4. Effectively interact with faculty, including enlisting their participation in program, assisting students in finding a faculty sponsor, and coordination of student supervision and grading.
5. Perform as faculty in certain field experience courses, including supervising assigned students, assigning requirements, reading and grading.
6. Make contacts with officials of legislative/executive branch of state/local government and federal officials, as required.
7. Coordinate the effective operation of the program through contacts with high level campus, college and department administrators.
8. Promote field experience program through the publication of appropriate materials and speaking engagements to various groups.
9. Assist students in preparation of resumes, interviewing and other job seeking skills.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and one year of experience in higher education, placement, personnel, cooperative education, job training or internships.
2. Communication and public relations skills.
3. Teaching and counseling abilities.
4. Willingness to travel to various sites to visit participating companies.

10/5/84

System Approval

10/5/84

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.