

MANAGER - FIELD EXPERIENCE AND CAREER DEVELOPMENT *
or
COORDINATOR - FIELD EXPERIENCE III

Function of Job:

Under administrative review of designated official, manage an undergraduate/graduate student placement and work/learn program, provide career identification and planning, outreach programs, career workshops and job development services to students and alumni of a college.

Characteristic Duties and Responsibilities:

1. Manage field experience program to provide general administration, supervision, policy and program direction and review.
2. Provide program budget development and management, including grants and compliance with applicable regulations.
3. Make contacts with and represent college/university to state, regional and national employers, as well as state and federal government officials to develop employment opportunities for students.
4. Create a database of career contacts of alumni who will assist students through information interviews, job shadowing and internship and employment options.
5. Develop and maintain reports; in conjunction with Career Services, develop internship and placement statistics and assist in obtaining employer feedback concerning internship programs.
6. Work closely with field experience students by coordinating necessary functions associated with field experience, including placement with employers, assisting with logistics and work assignments; and providing support by acting as faculty sponsor, monitoring student progress, and evaluating students.
7. Work effectively with top campus, college and department administration, chairs, and other faculty members, to develop internships and assure appropriate application of associated policies and procedures.
8. Develop and provide information concerning career programs, internship and career opportunities, interview skills, resume writing and job search assistance, and career development activities through workshops, promotional and informational materials, and web pages.
9. Counsel and advise students and alumni on academic program planning, choosing and educational and/or career goal, and using assessment instruments.
10. Hire, train, and supervise staff as assigned.
11. Serve on various groups and/or committees as appropriate.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree and three years of experience in internships, cooperative education, field experience, placement, business administration, higher education, counseling or teaching.
2. Communication and public relations skills.
3. Training and counseling skills.

Additional Desirable Qualifications:

Experience in college/university academic advising or career planning office.

9/12/02
System Approval

9/12/02
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.