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Assistant Director for Experiential Learning: Internships and Course Projects

Date Posted:
March, 2019

Job Category:
Professional

Job Type:
Full-Time

Department/Office:
Center for Experiential Learning & Career Success

Exempt Status:
Exempt

Summary:

The Assistant Director will assist the Director of Experiential Learning in carrying out the mission of the Center for Experiential Learning and Career Success (CELCS). The Assistant Director of Experiential Learning uses independent analysis and judgment to strategically cultivate long-term relationships and strengthen communication between students, alumni, employers, faculty, foundations, and other campus colleagues to create and develop experiential learning opportunities for all Trinity students, but primarily for those in the School of Business.

Duties and Responsibilities:

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and scalable programming for internship preparation and the search process.

- Develop new relationships, and maintain current relationships with community agencies, partners, and alumni that lead to internship opportunities locally, state-wide, nationally, and internationally for students.
- Refine policies and educate CELCS staff on relaying internship guidelines to employers, evaluating received internship opportunities, and assigning student workers to post positions in the Handshake online career network.
- Partner with Accounting faculty and Career Services staff to execute internship interview process for the Accounting majors.
- Partner with Career Services staff on the development of career readiness programs.
- Serve as instructor for School of Business internship courses to ensure that the student internship experience is aligned with university curriculum guidelines.
- Review and refine intern training program and resources for employers to ensure that internships are aligned with the university internship guidelines.
- Educate faculty, employers, and students on use of Trinity's job and internship resources.
- Collaborate with faculty, primarily in the School of Business, to design and coordinate class visits from key employers.
- Coordinate the continuing education opportunities for Arts, Letters, and Enterprise (A.L.E.). Faculty Fellows programs
- Collaborate with A.L.E. co-chairs on the summer internship program (including coordinating informational sessions, communicating with host organizations, and selecting grant recipients).
- Serve as ex-officio member of A.L.E. faculty advisory committee.

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- Advise faculty and staff on educational and operational components of internship collaborations between Trinity University and key community partners.
- Conduct periodic assessments of internship placement sites.
- Coordinate various events, activities, and fairs on topics related to internship placement, career planning, and other experiential learning opportunities.
- Collaborate with Director of Experiential Learning to collect data to advance CELCS and School of Business missions.
- Successfully represent the CELCS in the office, in the classroom, and in the community with a strong professional presence. This position will be a liaison to faculty and departments at Trinity University to support experiential education for the School of Business and is responsible to stay up-to-date on research and current trends in experiential education and career related resources.
- Complies with all Trinity University policies and guidelines.
- Performs other related duties as assigned.

Experience Required:

Minimum three to five years of experience in higher education. Must have the ability to effectively interact with faculty, staff, students, alumni, administrators, and employer representatives. Experience in developing and facilitating workshops; developing and delivering presentations, and exhibiting excellent oral and written communication skills. Demonstrated ability to organize and work independently as a leader and as part of a team. A strong commitment to cultural diversity.

Preferred: Experience in the coordination of career advising or internship coordination in a private residential campus setting and/or with business students. A working knowledge of risk management issues within an academic setting, specifically the Fair Labor Standards Act as it applies to unpaid internships.

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assessments.

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Education Requirements:

Master's Degree

Preferred: Ed.D. or Ph.D.

How to apply:

Applicants may submit a cover letter, resume, and contact information for three references to [Human Resources](#).

Contact:

Human Resources

humanresources@trinity.edu

Phone:(210) 999-7507; Fax: (210) 999-7542

One Trinity Place

San Antonio, Texas 78212

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