**Experiential Education Coordinator Standard Job Description**

**Classification Title:** Experiential Educational Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Experiential Education Coordinator, under direction, initiates, develops, implements, and administers activities within the Experiential Education Program.

**Essential Duties and Responsibilities:**

**40% Program Administration**

* Contacts potential employers and provides information to obtain Experiential Education positions for students and/or full or part-time employees.
* Develops policies and procedures for the Experiential Education Program with faculty, staff, and student input.
* Administers and monitors the Experiential Education Program budget.
* Coordinates the overall evaluation of the content, effectiveness, and value of the experiential education program.
* Participates in accreditation and regulatory processes, as appropriate.

**20% Student Advising and Support**

* Recruits and advises students on procedures and guidelines for Experiential Education placements.
* Counsels, advises, and assists in the development of learning objectives for students employed through the Experiential Education Program.
* Facilitates and oversees service learning/co-curricular activities for various regions.
* Mentors pharmacy students regarding experiential education requirements and activities.

**10% Collaboration and Communication**

* Consults with professors to approve work assignments and assists with final evaluations for awarding academic credit.
* Maintains open communication with students, staff, faculty, preceptors, administrators, and other stakeholders.
* Serves as a representative of the Office of Experiential Education in College Station.

**10% Preceptor and Site Management**

* Works with the Office of Experiential Education team to administer the experiential education program.
* Assists with assigning rotation sites in College Station and surrounding regions.
* Coordinates the appointment and reappointment of preceptors and site recommendations.
* Attends professional meetings as a representative of the Office of Experiential Education.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in business/industry work and management.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Effective verbal and written communication skills.
* Strong interpersonal and organizational skills.
* Ability to work in a high stress environment.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**