

POSITION DESCRIPTION

TITLE: Professional Pathways Externship Coordinator - (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Professional Pathways Externship Coordinator is responsible for coordinating the Professional Pathways Honors College Externship (CORE-P 201) courses, including instructor recruitment, hiring, and training, and course development, scheduling, and assessment. Additionally, they will hire, train, schedule, and co-supervise the student career mentors (CMs) supporting these classes. The Professional Pathways courses are an integral part of the College's Learning through Experiential and Applied Discovery (LEAD) initiative. As a member of the Center for Career and Professional Development (CCPD) team, the Professional Pathways Externship Coordinator reports to the Director of Professional Pathways.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides ongoing communication and guidance for Professional Pathways course instructors throughout the semester, including curricular and co-curricular updates. Provide ongoing support as instructors develop and implement Honors College Externship courses based on their subject-matter expertise.
- Educates and advises students about Professional Pathways requirements, career and major decision-making exploration, and related topics.
- Assists in the development of the Professional Pathways Honors College Externship curriculum, including the career-readiness competencies of the National Association of Colleges and Employers (NACE).
- Collaborates in the selection, training, and supervision of the lead CMs, including weekly meetings to monitor progress and further develop/highlight Professional Pathways content, with the Professional Pathways First Year Coordinator. Co-supervises all CMs with the First Year Coordinator.
- Coordinates assessment of Honors College Externship courses, including student learning outcomes, and prepares assessment reports.
- Collaborates with CCPD staff to support students' engagement in appropriate co-curricular career exploration and networking programs.

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- Conducts outreach to, and coordinates with, Honors College Externship adjunct instructors and other campus and community partners to develop and schedule Professional Pathways courses.
- Tracks student course completion to ensure all students stay on track for graduation.
- Coordinates training for adjunct instructors and CMs for Professional Pathways courses.
- Track metrics and produce written reports for internal and external audiences to highlight the outcomes of the Honors College Externship courses and the Professional Pathways program.
- Collaborates with internship coordinator to collect data on the externship to internship pipeline.
- Represents the Center for Career and Professional Development during campus-wide events including recruitment, new student, and alumni events.
- Answers questions from students, parents, faculty, staff, and community members regarding Center for Career and Professional Development programs and services.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree; Master's degree in education, student affairs, or counseling preferred.
- Experience: Four years of experience within a higher education, counseling, or career advising environment.
- Prior success working with at risk and historically underserved students.
- Prior success in course development and assessment; developing and delivering presentations, workshops, and programs; and eagerness to innovate and actively engage liberal arts students in the academic and career exploration process.
- Excellent written and oral communication skills.
- Proven attention to detail, organizational abilities, and capacity to effectively shift between competing priorities in a fast-paced dynamic environment.
- Proficiency with Microsoft Office and digital and social media tools.
- Ability to utilize data to inform strategic decisions.
- Ability to work effectively with a diverse group of internal and external stakeholders.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.