

Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

| | | |
|--|-----------------------------|-----------------------|
| Position Title | | Position Number |
| Assistant Director, Experiential Learning | | E99644 |
| Appointment (9mos. / 12 mos. / Other) | Contract Period (from / to) | Department / Division |
| 12 months | 7/1/2023-6/30/2024 | CPP/Student Affairs |
| Position Type | FLSA | |
| Unclassified | Exempt | |
| Reports to | Reports to Position Number | |
| Director, Center for Professional Pathways | E99804 | |
| Incumbent | University ID # | |
| | | |

Program Information:

| |
|---|
| <p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Center for Professional Pathways (CPP) is one of 16 units within the division of Student Affairs dedicated to support the academic mission of the university.</p> <p>The division of Student Affairs fosters students' academic, personal and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. In support of the University Diversity Statement, the division of Student Affairs believes that we have an obligation to create an inclusive environment that embraces social justice and acknowledges diversity as more than the presence of human difference(s). As a campus, we must establish our community as one which empowers students, faculty and staff. An inclusive environment is one in which each individual feels that they matter to the community (as a whole). Social justice is an ongoing and collaborative process which addresses the multiple levels of inequality in our society.</p> <p>Student Affairs leads the recruitment, retention and student development efforts of Western Oregon University. Committed to a quality educational experience, the division offers programs and services designed to enhance students' personal and professional growth within a diverse learning community. The area implements these programs and services through educational partnerships by providing opportunities for students to acquire the knowledge and skills necessary to become educated citizens and leaders.</p> <p>The Center for Professional Pathways uses a comprehensive approach to career readiness, professional development, and engagement with the community through relevant experiential education opportunities. CPP is the primary source of career development and student employment information and services for Western Oregon University students and faculty. The department is also a key partner in creating an effective experiential learning environment on campus, including internships,</p> |
|---|

volunteering and study abroad. The department has a primary role in building connections with on and off campus community partners, alumni, and employers, internship and graduate school recruiters.

B. Describe the purpose of this position and how it functions within this program.

The Assistant Director coordinates and manages experiential learning (EL) programs in CPP, specifically internships, connect events and volunteering. The position provides leadership on promoting best practices, advancing equity and access to EL, streamlining external and internal outreach for EL, spearheads on- and off-campus efforts to raise the profile and number of quality internships for WOU students and increases access for students facing barriers to EL. The position manages up to three student workers, meets with students exploring internships, and provides mentoring to volunteer leaders. Another function of the position is to develop substantial and continuing contacts with business, industry and government representatives and/or recruiters in order to establish meaningful work-learn experiences for WOU students. The position works effectively with students, faculty, staff, alumni and employers.

Position Information and Qualifications:

- Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

| Percent of Time | Duties |
|-----------------|--|
| 20% | <p>External Community Outreach *</p> <ul style="list-style-type: none"> • Develop substantial and continuing contacts with for-profit, nonprofit and governmental organization representatives for the purpose of generating opportunities for student internships, volunteering, connect events and mentoring and employment. • Work collaboratively with Career Development Coordinator to coordinate outreach and relationship building in the community. |
| 35% | <p>Campus Coordination and Outreach *</p> <ul style="list-style-type: none"> • Promote and facilitate Best Practice Internships at WOU and collaborate to improve systemic access for low-income and first-generation students. • Design and implement outreach to the campus community, including students, faculty and staff to inform on resources, opportunities, and support for internships and service activities. • Manage a dynamic website and active social media, make classroom presentations, reach out to student organizations, and meet with faculty and staff. • Strengthen working relationships with academic programs supporting faculty with internship and other experiential learning partnerships. |
| 20% | <p>Manage CPP Experiential Learning Programs *</p> <p>WOU Community Internship Program (WOU CiP)</p> <ul style="list-style-type: none"> • Manage the WOU Community Internship Program. Recruit faculty/staff proposals and recruit and screen student applicants for the program • Coordinate and monitor WOU CiP budget |

| | |
|-----|--|
| | <ul style="list-style-type: none"> • Supervise student Program Assistant <p>Coordinate Volunteering Program *</p> <ul style="list-style-type: none"> • Provide leadership on the continuous improvement of processes and guidelines for the program • Organize and facilitate meetings with student leaders to focus on program goals, logistics and best experiential learning practices • Supervise student Volunteer program assistant <p>Point of Contact and Program Manager for TheDream.US Internship Funding Program</p> <ul style="list-style-type: none"> • Understand how the program works for Dream.US Scholars, the university, and host organizations • Market and promote the program to current Dream.US scholars and host organizations • Assist scholars, host organizations and campus colleagues with program support and questions and ensure each internship opportunity meets the required criteria • Monitor Parker Dewey employer account to review internships and intern applications • Update and maintain Partner College Tracker to keep track of internships and budget |
| 15% | <p>Student EL Advising and Education *</p> <ul style="list-style-type: none"> • Advise students on identifying and pursuing employment, internship, volunteering or service learning experiences • Develop and teach career readiness courses • Help students to obtain internship experiences related to career goals • Provide presentations on pursuing EL experiences • Organize educational and connect events where student can learn about opportunities and meet with potential employers and site representatives • Use best practice experiential education, cultural competencies, and student development approaches when interacting with students and when designing high impact experiential learning for students. |
| 10% | <p>Administration *</p> <ul style="list-style-type: none"> • Maintain accurate and confidential client records. Facilitate assessment for all programming. Participate as a member of the CPP management team, providing input on office issues including client services, technology, campus relationships and other career development areas. • Utilize effective training and supervision methods to reach program goals • Use Learning Outcomes and practices founded in best practice experiential learning, student development and leadership development theory when working with and developing trip leaders' competencies. • Manage budget for WOU CiP and educational events |

● **Required Qualifications**

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

-
- Bachelor’s degree
- 2 or more years’ experience in career, recruitment/HR, or experiential learning services
- Prior experience building relationships and collaborating with diverse stakeholders
- Knowledge of recruitment practices and trends
- Experience with leveraging new technology for increased effectiveness
- Demonstrated commitment to diversity and inclusion

● **Preferred Qualifications**

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master’s degree
- Knowledge of experiential learning theory and practice
- Knowledge of career development theory and practice
- Supervisory experience
- Experience working with, mentoring, advising or counseling college students

● **Knowledge Areas**

List the major areas of knowledge that are required to perform the duties of this position.

- Expertise in job search readiness principles, current public and private employment practices, and legal issues regarding the job search process.
- Excellent interpersonal, oral, and written communication skills.
- Demonstrated working knowledge of experiential learning dynamics, structure, and practices.
- Working knowledge and application of current innovative technology for experiential learning and career planning delivery.
- Demonstrated ability to interpret university, state and federal policies in management of the office and service delivery.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

| | | |
|---|--|----------|
| X | Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i> | \$55,000 |
| | Delegated authority to monitor budget | \$ |
| | Limited approval authority for purchase | \$ |
| | Purchase only with higher level approval | \$ |

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

| | | | |
|---|----------|---|------------------------------|
| X | Hire | X | Assign Work |
| X | Transfer | X | Recommend salary adjustments |

| | | | |
|---|------------|---|----------------------------------|
| X | Discipline | X | Approve requests (i.e. leave) |
| X | Dismiss | X | Respond to complaints/grievances |
| X | Layoff | X | Conduct performance assessments |
| X | Promote | X | Give Direction |

Positions Supervised:

| Type | # of Employees | Total FTE |
|--------------------------------------|----------------|-------------|
| Teaching faculty | | |
| Classified staff | 2 | 2.0 |
| Unclassified staff | 1 | 1.0 |
| Student Employees (average per term) | 5-7 | 2.0-4.0 FTE |
| Other (specify) | | |

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Additional Information:

List any additional information that would help describe the nature of the position.

- Strong organizational skills required.
- Frequent evening and weekend hours required.
- This position is actively involved and called upon to serve on various campus committees.

Acknowledgement:

| | |
|--------------------------|-----------------------------|
| Employee Printed Name | Employee Signature / Date |
| Supervisor Printed Name | Supervisor Signature / Date |
| Dr. Adry Clark | |
| Reviewer (VP / Director) | Reviewer Signature / Date |

| | |
|----------------------|---------------------------------------|
| Tina M. Fuchs | |
| Appointing Authority | Appointing Authority Signature / Date |
| | |

HR USE ONLY:

| | | | |
|------------------------------|----------------------|---------------|---------------------|
| Received by | | Date | |
| | | | |
| Position Class # (Ex. UF101) | Employee Class | Job Location | Appointment Percent |
| | | | |
| CUPA-HR# / Title | NOC Code | Category Code | SOC Code |
| | | | |
| Actions Taken | | | |
| | NBAPBUD / NBAPOSN | | |
| | NBAJOBS | | |
| | PEAFAC | | |
| | Electronically Filed | | |