

October 2023

NOTICE OF VACANCY

NASNTI Experiential Learning Coordinator



STARTING DATE: As Soon As Possible

REPORTS TO: NASNTI Director

SALARY: \$45,000 (Grant-Funded for 5 years)

JOB SUMMARY: This position will be primarily responsible for identifying, developing and coordinating experiential learning opportunities for our students who are from traditionally underserved populations. The Experiential Learning Coordinator will work with local community members, USAO alumni, potential employers and others to link students with opportunities for internships, service learning, community-based study, capstone projects and other activities that will strengthen their ability to identify career pathways and chart a successful future after graduation. These efforts will be coordinated with other project staff members to ensure that these learning experiences are appropriate to student needs, accessible to all students, and promoting the comprehensive objectives of the NASNTI project.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Develop / maintain relationships with tribal governments, other external organizations, regional employers, and alumni to identify and secure internships and experiential learning opportunities
- Responsible for identifying experiential learning opportunities as described in Project Design
- Responsible for working with students to match needs, abilities with opportunities
- Assist students in identifying and applying for appropriate internships or other opportunities based on their academic and career goals
- Coordinate the logistics of internships, including placements, contracts, evaluations, and follow-up activities
- Monitor student engagement and facilitate successful completion of experiential learning activities
- Provide advising and support appropriate to the needs and backgrounds of traditionally underserved students
- Assist students in exploring career options related to specific fields of study
- Design and implement workshop training to improve student skillsets in non-industry specific professional expectations
- Engage both students and community partners in a high-quality and consistent process of evaluation
- Work with NASNTI Director to ensure data of institutional and federal reports is accurate and submitted on time

Qualifications:

- Bachelor's degree in business, Marketing, Public Policy, Communication, Public Relations, or other related field; Master's degree preferred
- Professional experience in a college environment and understanding of academic culture
- Professional experience in experiential education, career advising, or a combination of experience and training
- Strong understanding of the needs and experiences of traditionally underserved students in higher education
- Skill in public speaking and workshop presentation
- Ability to collaborate effectively with both community members, and USAO administrators, faculty, staff, and students
- Ability to work with underrepresented student population including but not limited to Native American and/or low-income students and students with disabilities
- Knowledge of tribal communities, governments, and cultures highly preferred and members of federally recognized tribes will be strongly encouraged to apply

To Apply:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>). You may also mail it to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

**Application review begins November 8, 2023 and will continue until the position is filled.
Employment is contingent upon the results of a national criminal and sex offender background check.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender or gender identity, pregnancy, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

