

## **Coordinator of Undergraduate Field Experiences – Part-Time**

The Coordinator of Field Experiences is a part-time position working 20 hours a week. The coordinator will administer and oversee all field experience (practicum) and clinical (student teaching) field experiences for teacher education candidates, based on the established policies and procedures. This includes arranging initial placements for candidates, overseeing completion of field experience requirements, addressing issues/concerns related to field experiences, and collecting/ analyzing both formative and summative evaluations and related data. The coordinator will share responsibilities for data base management for Title II and Education Department databases.

### **Qualifications:**

Bachelor's degree preferred. At least 2-4 years' experience in education field at higher education level or P-12 level preferred. Working knowledge of Microsoft including, Word Access and Excel. Prior clerical experience preferred.

### **Salary and Benefits:**

The rate of pay is \$16.53/hr.

### **Application:**

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=9871781>

*College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*