



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Certification Officer and Education Student Coordinator

Do you have a Nebraska Teaching Certificate but want to transition out of teaching? If so, this position might be the right fit for you. The Certification Officer and Education Student Coordinator, who is an integral member of the Teacher Education Program, oversees all field experience (practicum) and clinical (student teaching) field experiences for teacher education candidates, based on established policies and procedures.

Our Idea of a Perfect Candidate Is Someone Who:

- Is able to maintain confidentiality.
- Has working knowledge of database management, and experience with Chalk and Wire.
- Has excellent attention to detail and accuracy.

Our Ideal Candidate's Preferred Education and Experience Include:

- Bachelor's Degree, Master's degree preferred.
- Maintains a valid Nebraska Teaching Certificate.
- At least 2-4 years' prior experience at both P-12 and higher education levels preferred.

This Position Is Responsible For:

- Working with the program director to administer and oversee all field experience (practicum) and clinical (student teaching) for undergraduate and graduate teacher education candidates.
- Helping train those individuals who act as college supervisors for clinical/field experiences.
- Scheduling, advertising, and holding informational meetings for students preparing to apply for student teaching each semester.
- Providing verbal or written feedback to cooperating teachers within schools upon request.
- Serving as first point of contact with school district cooperating teachers.
- Fielding calls from area principals seeking potential teachers and run availability reports for them.
- Participating as a member on the Teacher Education Committee.
- Maintaining data bases required for field and clinical experiences.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application:

Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

Please apply using the following link: [Application for Certification Officer](#)

College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.