

C O L L E G E O F
SAINT MARY

Certification Officer and Field Experience Coordinator

Are you an innovative and dynamic person ready to support students in their journey through higher education? If so, you might be perfect for this position. The Certification Officer and Field Experience 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.

The Certification Officer duties include completing required paperwork and verification for Nebraska and out-of-state certification of graduating candidates and alumni, providing and presenting certification guidelines to undergraduate and graduate students eligible for certification, assisting students pursuing additional endorsements, assisting students with alternative permits, and guiding students who are referred by the Nebraska Department of Education.

The Field Experience Coordinator duties include administering and overseeing all field experience and clinical practice placements for all undergraduate and graduate teacher education candidates in coordination with both public and non-public school partners based on the established NDE and CSM policies and procedures.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree required; Master's degree preferred
- Valid Nebraska Teaching Certificate required
- A minimum of two years prior experience at both P-12 and higher education levels preferred

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 contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Certification Officer and Field Experience Coordinator](#)

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.