



Position Title: Part-Time Coordinator of the Office of Student Teaching and Field Placement

Job Code: 8104B

Grade: HI

Reports To: Director of Student Teaching and Field Placement

FLSA: Exempt

Job Description:

The SOE College Wide Part-Time Coordinator of Field Placement is responsible for assisting the Director of Student Teaching and Field Placement with the general operations of the program and the tracking of students for clearance card issuance after fingerprinting and school placements.

Duties & Responsibilities:

- Assists in the identification of schools and securing spots for students in courses requiring field hours
- Creates and maintains reports and spreadsheets using a variety of data sources and programs, including Mainframe, Access, Excel, Word, and PowerPoint
- Creates and manages record of schools, as well as student placement within schools for field experience hours
- Follows up with faculty and students regarding the distribution of packets for fingerprinting, service learning, and field experience
- Keeps track of incoming background check results and prepare clearance cards
- Generates prompt response to student inquiries regarding fingerprinting, and field placement
- Handles highly sensitive and confidential information
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Masters in Education or related field with 18 credits in education
- Knowledge of Excel, Word, Access, and PowerPoint
- Two (2) years experience using LiveText
- Proven management experience
- Responsive to the needs of program participants
- Works well with faculty and student support staff in a diverse, multicultural environment
- Knowledge of College policies and procedures pertaining to field hours and placement preferred
- TEMPORARY GRANT FUNDED POSITION

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name