

# Experiential Learning Specialist

## POSITION INFORMATION

<b>Employer</b>	jjames-test company
<b>Division</b>	Career Services
<b>Title</b>	Experiential Learning Specialist

## Description

### Nature of Work:

Lead, develop and deliver comprehensive student internship, career development and student employment services in support of students' educational, career and personal growth. This position will collaborate with faculty and staff to facilitate student learning by assisting students in securing appropriate mentoring, internship, shadowing, and work experiences to enhance overall academic experiences and learn skills essential to successful employment. The Experiential Learning Specialist will work cooperatively with the Employer Relations staff to identify and develop experiential learning, and employment opportunities for students, work cooperatively with Career Development staff to provide internship search and resume appointments and conduct relevant in class presentations. The Experiential Learning specialist will also be responsible for the collection and interpretation of data as it pertains to experiential learning. This position will report directly to the Assistant Director of Student Employment and Experiential Learning.

### Physical requirements/working conditions:

Must be able to travel to off campus employer sites, attend professional development opportunities and attend events. Must possess the willingness and ability to work an unconventional work schedule that includes evenings and weekends. Must be able to negotiate stairs and capable of lifting 10-15 pounds.

### Describe the type of decisions this position makes and what are the consequences of error:

This position will work collaboratively with academic departments and employers to develop and promote experiential learning opportunities for academic and non academic credit which could impact the students program completion.

### Externship Student Qualifications:

- Participation in the 2020 Externship Program
- Complete all requirements of the Externship Program
- Student must sign all nondisclosure agreements

### Externship Dates and Hours:

- Shadowing dates: March 17, 18, and 19, 2020
- Shadowing Hours: Arrive at 8:30 AM each day and leave at 4:00 PM each day.
- Number of Externs: We will accept 5 students
- Extern will Report to: Mr. Jonathan James
- Department/Functional Area: Career Services

### Actual requirements if applying for a full-time position of this nature:

#### Job Required Qualifications:

Bachelor's degree, Minimum one (1) year of professional work experience in career services, higher education, human resources or closely related field. Excellent communication, organizational, time management and planning skills. Proficiency in MS Office, including Word, Excel and PowerPoint

**Job Preferred Qualifications:**

Master's degree, Minimum two (2) or more years' experience providing career services or advising to students; preferably in a higher education setting, Experience in a collegiate environment with demonstrated understanding of the academic culture, ability to effectively interact with faculty, staff, students, community, and administrators, Demonstrated knowledge of relationship management databases or job applicant tracking systems, such as Symplicity, PeopleAdmin, eRecruiting or CSO.

<b>Location</b>	Carrollton, Georgia United States
<b>Position Type</b>	Externship
<b>Desired Class Level(s)</b>	FR, SO, JR, SR
<b>Salary Level</b>	Not applicable
<b>Approximate Hours Per Week</b>	22-23 hours of shadowing
<b>Resume Receipt</b>	online
<b>Additional Documents</b>	Cover Letter

#### ▼ IMPORTANT DATES

**Posted On:**

Dec 10, 2019

**Application Deadline:**

Feb 07, 2020



## Requested Documents:

Cover Letter

Resume

## Applications accepted via:

Online

#### ▼ SCREENING CRITERIA

**Majors/Concentrations**

All Majors

**Minimum GPA**

2.5

