

Professional Academic Staff Position Description University of Wisconsin Oshkosh

Approximate Starting Date: April 1, 2009

Formal Title: Instructional Program Manager
Working Title: Director of Field Experiences in the Human Services Leadership
College: College of Education and Human Services
Department: Human Service and Educational Leadership
Position Reports to: Dean, College of Education and Human Services

Position Purpose: This position administers, coordinates and evaluates all field experiences for students in the Human Service Leadership program. This includes the intermediate and advanced practicums for on campus students and for those students at remote sites for the Human Service Leadership on-line program. Additionally this position seeks to develop new placement opportunities, evaluate current placement sites and work with agency directors of all placement sites to assure quality experiences for both students and agencies. This position assures a central location for field experience and general program information for both on site and on-line students.

Essential Job Functions:

1. Field Placement Coordination – 35%

- a. Obtain HSL students' Criminal Background Checks using secure web-based request procedures and/or other procedures when necessary.
- b. Using PeopleSoft and program database/spreadsheets, verifies students' prerequisites for admittance into Intermediate and Major Field Experience.
- c. Attend and participate in weekly meetings with COEHS Advisors, Student Status Examiner and Professional Education Program Director to address issues pertinent to Human Services Leadership students.
- d. Facilitate meetings in which students need to be counseled out of the field for lack of appropriate skills or significant issues in field placements.
- e. Develop and revise annually, a handbook for agencies and supervisors of field placements.
- f. Establish and formalize communication with students, agencies and supervisors of field placements at a distance in the on-line program.
- g. Develop and revise annually, a Human Service Leadership Placement Handbook for students in intermediate and advanced practicums.
- h. Develop in collaboration with Human Services Leadership faculty, uniform, pertinent forms to be used during practicum visits.
- i. Organize and collect all practicum visitation forms and verify for completion.
- j. Coordinate the assignment of students to placements for intermediate and advance practicums, including maintenance of a current listing of agency opportunities, counsel to students on appropriate placements, and service as contact point for students seeking information on placements and practicums.

- k. Prepare Liability contracts for Human Services Leadership Field Experiences, secure signatures from all parties, and keep on file.
- l. Provide information sessions for all students prior to filling out practicum applications each semester.
- m. Organize and facilitate an orientation session prior to the beginning of each semester including representative from Career Services, area agencies and their supervisors.

2. Assessment and public relations – 25%

- a. Develop, administer and evaluate iterative assessment for agencies to evaluate programmatic preparation of practicum students.
- b. Develop, administer and evaluate iterative assessment for students to evaluate placement experiences.
- c. Develop community relations pursuant to new placement opportunities for human service students.
- d. Organize and facilitate annual supervisor workshop for all Human Service placement agency supervisors.
- e. Develop, administer and evaluate annual programmatic exit assessment for graduating students.
- f. Become familiar with Human Service accrediting board assessment standards and assure compliance with those standards.
- g. Collaborate with Dean of College of Education and Human Services to assure that assessment standards meet University and College standards.

3. Teaching responsibilities – 20%

- a. Teach per academic semester, one intermediate practicum course.
- b. Teach per academic semester, one advanced practicum course

4. Programmatic responsibilities – 20%

- a. Monitor Human Services Leadership students to verify completion of prerequisites for enrollment in the Human Services “Intro” classes: using PeopleSoft, monitors students records, transcripts and STAR’s to verify prerequisites are maintained. Instruct students on additional paperwork to be completed prior to beginning classes.
- b. Assign students to faculty advisors.
- c. Assist faculty in informing Human Services Leadership students (or prospective students) on all aspects of the Human Services Leadership Program. This includes, but is not limited to: program admission requirements, review of transcripts, verification that student meets program requirements, registration procedures, use of TitanWeb system, course sequencing, program policies and procedures, and applications for admissions and graduation.
- d. Respond to inquiries regarding individual students’ programs and applies pertinent procedures and policies. Refers to program coordinator, COEHS Advisors, or department chair, as appropriate.
- e. Verify with COEHS Graduation Examiner that students have met all program requirements, and have submitted a graduation application the semester prior to proposed graduation.

- f. Work with HSEL Academic Department Associate to become familiar with that position's responsibilities related to undergraduate Human Service Leadership students in order to ensure consistent and seamless support.

Required Knowledge, Skills, and Abilities: Candidates should present evidence of:

1. Masters degree in Human Services or related area.
2. Minimum 3 years experience in the Human Service field.
3. Experience with assessment, evaluation, and program planning.
4. Experience counseling/advising students at the post-secondary level.
5. Evidence of exceptional professional communication with a focus on client and agency satisfaction, collaboration and partnership.
6. Demonstrated leadership capabilities.

Preferred Qualifications: Candidates should present evidence of

1. Mediation skills
2. Knowledge of Human Service agencies in the Fox Valley region.
3. Experience supervising undergraduate student interns
4. Experience teaching at the post-secondary level.