UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Undergraduate Academic Advisor and Clinical Experience Coordinator
Hays Hill Title: Student Service Coordinator
Reports to: Chair, Department of Education
Position Details: Academic Staff, 100%, Annual, Renewable
\( \cdot \) Academic Advisor / \( \cdot \) Clinical Experience Coordinator

Position Summary: The \( \cdot \) Academic Advisor and \( \cdot \) Clinical Experience Coordinator in the Department of Education advises and assists undergraduate elementary education students and manages and coordinates clinical experiences for undergraduate teacher licensure programs.

The Advisor is responsible for providing academic advising for elementary education majors which includes guidance on course selection, degree paths, retention issues, graduation, and certification requirements. The Advisor also assists with undergraduate recruiting and advising events.

The Clinical Experience Coordinator manages the Department of Education’s Field Experience Office by processing student requests for placements and arranging appropriate placements with our Birth-12 partners. As appropriate, the Clinical Experience Coordinator recommends hire of university student teacher supervisors and works with university and site supervisors to identify and work with struggling clinical pre-service teachers. The Coordinator maintains clinical student records as determined by the teacher education program and as required by the Wisconsin Department of Public Instruction. The Coordinator works collaboratively with the department chair, the Assistant Dean of Educator Preparation Programs, and the student teaching residency instructor-of-record. The Clinical Experience Coordinator works in cooperation with the Graduate Clinical Experience Coordinator regarding school contacts and school practices. This position also assists with other undergraduate teacher education program responsibilities as assigned by the department chair.

Advisor Duties and Responsibilities:
- Provide academic advising for elementary education majors which includes guidance on course selection, degree paths, retention issues, graduation, and certification requirements.
- Participate in undergraduate recruiting and advising events, as needed.
- Complete all mandatory training and professional development as assigned by the University or the department chair.
- Perform other duties as assigned by the department chair.

Undergraduate Teacher Education Clinical Experiences Coordinator Duties and Responsibilities:
- Manage and coordinate clinical experience placements for all undergraduate teacher licensure programs.
- Recruit, cultivate, and support clinical experience sites to meet the needs of licensure programs.
- Serve as a liaison by establishing connections with area schools, and early childhood education programs.
- Communicate with school administrators and cooperating teachers regarding opportunities, placements, and expectations.
- Initiate site supervisor payments and manage Wisconsin Internship Program finances, as appropriate.
• Communicate responsibilities to university and cooperating site supervisors.
• Work with the department chair and the Assistant Dean of Educator Preparation Programs to address concerns of University faculty/staff and cooperating teachers/administrators; mediate student problems; and advise student teachers.
• Recommend hire of ad hoc student teaching supervisors.
• Work in cooperation with the Graduate Program Clinical Experience Coordinator regarding school contacts and school practices.
• Maintain clinical handbooks, forms, and records in conjunction with the department chair, the Assistant Dean of Educator Preparation Programs, and the student teaching residency instructor-of-record, as appropriate.
• Ensure affiliation agreements are completed by cooperating schools.
• Complete all mandatory training and professional development as assigned by the University or the department chair.
• Other responsibilities as assigned by the department chair.

Knowledge, Skills, and Abilities:

• Ability to communicate effectively with diverse populations.
• Ability to maintain positive interpersonal relationships with faculty, staff, students, and community members.
• Skills in and ability to use technology such as Excel and other spreadsheet applications, data systems, and record keeping software.
• Ability to work independently and collaborate effectively within a team.
• Advanced organizational skills.
• Ability to take initiative and follow through in a timely manner.
• Ability to make sound decisions.
• Skilled in problem solving.
• Ability to maintain confidentiality and navigate sensitive subject matter/situations.
• Ability to participate in occasional evening and weekend events.

Required Qualifications:
• Bachelor’s Degree in Education or related field.
• Two years’ experience in related position/field.

Preferred Qualifications:
• Master’s Degree in Education or related field.
• Experience in educational settings, advising, and using technology applications for student data management.
• Experience teaching/supervising in K-12.
• Knowledge of People-Soft.