

Job Title	Lecturer, Open Discipline - Internship Coordinator
Employer/ Agency	University of Houston-Clear Lake
Job Description	<p>The University of Houston-Clear Lake and the School of Human Sciences and Humanities (HSH) invites applications for a Lecturer (non tenure-track) position with primary responsibility for coordinating internships in the school. The successful candidate also will teach classes in one of the disciplines in HSH.</p> <p>The Internship Coordinator will perform the following functions;</p> <ul style="list-style-type: none"> • Collaborate with program-level faculty to develop internship opportunities. • Assist programs in internship orientation sessions and site visits. • Facilitate the student internship application process. • Address initial inquiries about internship opportunities. • Provide pre-internship guidance and direction to prospective interns. • Conduct initial triad meetings as requested by individual programs. • Maintain records of all institutional affiliation agreements. • Establish and maintain a database on student progress through the internship experience and subsequent career placement. • Work with programs as requested to facilitate experiential learning opportunities. • Maintain the HSH internships web site. • Promote HSH internships to internal and external constituents. <p>The Coordinator will work closely with HSH department chairs and program directors and will report directly to the Dean.</p>
Qualifications	<p>By the date of appointment, successful candidates must have completed at least a master's degree in one of the areas served by HSH and <u>must have two years of experience</u> as an internship or outreach coordinator or in an equivalent role (community liaison, field director, experiential learning coordinator, volunteer coordinator, etc.) <u>as well as experience teaching at the college level.</u></p> <p>Proof of eligibility to work in US must be provided.</p> <p>Data management experience (SQL or Access) and knowledge of or experience with community organizations in the greater Houston area are preferred.</p> <p>Please note: Deadline for receipt of all application materials is Friday, May 16, 2014.</p>
Salary/Hours	Salaried Position
City, State, Zip	2700 Bay Area Blvd, Houston, TX 77058
Contact Person	UHCL Human Resources
Application Method	Please apply online: https://jobs.uhcl.edu/postings/8502
Opening Date	4.29.14

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.