Position Overview:
Under the supervision of the Program Director support lecturers with the management of new and existing graduate academic classes, workshops, and professional education courses. Manage the logistics behind experiential learning modules in academic classes and train teaching assistants. Collaborate with program director to implement a new graduate student “externship” program and coordinate with employers and students. Manage the tracking and monitoring of student program completion status and feedback collection. Assist with student assessment, grading, and advising. Work with GradEL’s staff and teaching assistants in planning and updating classes and perform additional duties as assigned.

Principal Duties and Responsibilities:
- Manage the logistics for experiential learning modules in academic classes including scheduling, ordering materials and supplies, classroom reservations and more.
- Trains teaching assistants.
- In collaboration with program director will coordinate and implement a new graduate student “externship” program.
- Coordinate GradEL externship application process and collaborate with staff to review applications.
- Coordinate externship activities with employers and students.
- Represents GradEL program and externships to internal and external stakeholders, to ensure achievement of deliverables.
- Develops, implements, and monitors externship plans. Plans, organizes, and prioritizes activities and processes to ensure successful and timely completion.
- Administer tracking and monitoring of student program completion status, and feedback collection.
- Develops and manages relationships with external vendors. Designs and develops program’s systems and resources
- Serve as a contact for student inquiries and advising for the GradEL program.
- Advise students on program resources and course requirements. Answer inquiries using own judgment and following standard procedures and organizational knowledge.
- Contributes insight into strategic planning and GradEL operations.
- In coordination with GradEL staff, promote GradEL to prospective students. Assist with planning and facilitation of information sessions, and other recruitment events.
- Work with a variety of partners and stakeholders to plan, administer, and update classes.
- Collaborate with TLC colleagues on select events throughout the year.
- Performs other duties as required or deemed appropriate.

Supervision Received:
Reports directly to Program Director, GradEL.

Supervision Exercised:
None. May oversee the work of student workers.
Qualifications & Skills:

REQUIRED:

Education: Bachelor’s degree in related field.

Experience: A minimum of 2 years of higher ed administration, engineering, technical education, or engineering-related work environment required.

Skills:
- Experience as teaching assistant in an experiential learning environment
- Interest in working constructively with all facets of the program
- Ability to advise students with interdisciplinary interests
- Strong interpersonal skills over phone, email and in-person for relating effectively with students, program staff, the campus community, and employers to build rapport with diverse stakeholder groups to accomplish goals.
- Ability to listen carefully and communicate tactfully.
- Demonstrated initiative and a proactive approach to problem solving.
- Ability to handle confidential information and/or issues using discretion and judgment.
- Strong organizational skills; ability to adapt quickly to change and prioritize multiple projects simultaneously.
- Works well under stress and effectively in a deadline driven and fast paced work environment.
- Basic knowledge and understanding of higher education.
- Must be highly motivated, with excellent written communication skills.
- Demonstrated ability to work both independently and as a contributing team member.
- Ability to work regular evening and occasional weekend hours with advanced notice.
- Proficiency with office software, including Word, Excel and PowerPoint.

PREFERRED:
- Degree in engineering or in a STEM-related field;
- Experience as an engineer or engineering leadership practitioner
- Experience assisting with graduate-level engineering leadership curriculum
- Prior experience working with a diverse student population.