

## View Posting Summary - Coordinator, Academic Support Services - 336340

### Recruitment Details

Position No.	336340
<a href="#">Click here</a> to determine position number.	
Requisition Number	057955
Approved Job Title	Coordinator, Academic Support Services
Position Type	Administrative
Faculty Position Subtype	No Response
Class Code XXXX/XXXX	9396
Administrative Code (Faculty only)	
Time-limited thru: (Contract, Grants, and Auxiliary positions only)	
Type of Appointment (Check all that apply)	Full-Time
Length of Appointment (Faculty & Administrative positions only)	No Response
Internal Recruitment? (Internal applicants only)	No
Work Schedule: (Support Staff Positions Only)	No Response
Hours	8 am - 5 pm

\*Serves as the contact and resource person for academic community-based learning pedagogies.  
 \*Coaches faculty through the instructional design process of community-based pedagogies including outcome alignments, assignment design and direct assessment.  
 \*Serves as the contact and resource person for community organizations looking to connect with UNF for collaboration related to curricular community-based learning.  
 \*Convenes and facilitates community-based transformation learning communities of practice (e.g. Community Scholars Program).  
 \*Convenes groups and facilitates training/workshops on best practices related to curricular community-based transformational learning.  
 \*Assists faculty with the alignment of CBTL learning outcomes and assessment activities in their courses and curricular programs.  
 \*Coordinates university-wide curricular community-based learning projects and initiatives (e.g. CBUR).  
 \*Gathers data and information related to curricular community engagement at the University.  
 \*Monitors and expedites procedures, protocols, forms, records,

## Job Summary/Responsibilities

risk assessments and other logistical support activities for community-based learning in collaboration with the Office of the General Counsel and the Office of Environmental Health and Safety.

\*Cultivates relationships with UNF faculty including but not limited to visits to assess current and potential curricular community-based transformational learning activities.

\*Cultivates relationships with non-profit and other community based affiliation professionals, including but not limited to onsite visits to assess current and potential community organizations and groups used as community-based learning sites.

During declared campus emergencies, this position may be required to perform specific job related duties at a designated off campus location or place of residence.

UNF strategically supports an aim to operate as a preeminent, vibrantly inclusive employer in higher education. The successful candidate should demonstrate a capacity to work among diverse constituencies in the immediate university community and beyond.

## Required Qualifications

A Master's degree from a regionally accredited college or university in a directly related area of specialization; or a Bachelor's degree from a regionally accredited college or university and two years of experience directly related to the job functions.

A pre-employment background check is performed on candidates selected for employment.

## Preferred Qualifications

Experience supporting community-based learning with an emphasis on course-based endeavors. Demonstrated effectiveness in working with faculty members and instructors. Demonstrated personal and professional commitment to public service, social justice, and diversity; solid understanding of and appreciation for cultural, ethnic and individual differences.

## Required Licensure or Certification

Valid Driver's License and proof of insurance.

[Click Here](#)

## Department

Center for Community Based Learning

## Department Org

600105

## Division

Academic Affairs

## College

No Response

## Approved Hiring Salary Range

\$32,500 - negotiable

## Pay Basis

Annually

Job Posting Date 10-13-2014

Application Deadline Date Open Until Filled

Application Review Date  
(Only if open until filled) 10-24-2014

Contract Period  
(Faculty Positions Only)

Point of Contact Jessica Soto

POC Phone Number 904-620-3546

Responsible Hiring Official(s) Burk, Heather  
Falbo, Mark

HO Phone Number 904-620-3546

Anticipated Starting Date: 11-10-2014

Location  
(if not Jacksonville)

Documents that must be submitted  
electronically at time of application:

Resume  
Cover Letter  
Other Doc  
Unofficial Transcript 1  
List of names, addresses and phone numbers of 3 references  
\*\*A Word document describing the 2 or 3 most important  
elements for developing successful community-based learning  
coursework as well as the reasoning behind your choice of  
those elements (2 page maximum, upload as Other Doc) is  
required.

Special Instructions:  
HO's & POC's  
[click here](#)

Applicants must complete an online application, as well as  
upload supplemental documents, at [www.unfjobs.org](http://www.unfjobs.org) in order  
to be considered for this position. Applicants who do not apply  
online and/or upload all the required documents will not be  
considered for this position. Once you submit both your  
completed application and uploaded documents you will  
receive  
a confirmation number. Keep the confirmation number for your  
records. If you have any questions about this position, please  
contact Jessica Soto at (904) 620-3546, or via e-mail at  
[j.soto@unf.edu](mailto:j.soto@unf.edu). Initial review of applications and documents  
will  
begin on 10/24/14.

App Types Accepted Support Staff/OPS/Administrative Application

HigherEdJobs.com: Send to HigherEdJobs.com

#### Labor Distribution

#### 1 Record

Index	Fund	Org	Percent
<b>600105</b>	110000	600105	100

**Recruitment Plan A&P and Faculty**

Job Title: Academic Support Services Coordinator

Position No. 336340

Approved Hiring Salary: \$32,500 - negotiable

**Job Summary/Responsibilities:**

- \*Serves as the contact and resource person for academic community-based learning pedagogies.
- \*Coaches faculty through the instructional design process of community-based pedagogies including outcome alignments, assignment design and direct assessment.
- \*Serves as the contact and resource person for community organizations looking to connect with UNF for collaboration related to curricular community-based learning.
- \*Convenes and facilitates community-based transformation learning communities of practice (e.g. Community Scholars Program).
- \*Convenes groups and facilitates trainings/workshops on best practices related to curricular community-based transformational learning.
- \*Assists faculty with the alignment of CBTL learning outcomes and assessment activities in their courses and curricular programs.
- \*Coordinates university-wide curricular community-based learning projects and initiatives (e.g. CBUR).
- \*Gathers data and information related to curricular community engagement at the University.
- \*Monitors and expedites procedures, protocols, forms, records, risk assessments and other logistical support activities for community-based learning in collaboration with the Office of the General Counsel and the Office of Environmental Health and Safety.
- \*Cultivates relationships with UNF faculty including but not limited to visits to assess current and potential curricular community-based transformational learning activities.
- \*Cultivates relationships with non-profit and other community-based affiliation professionals, including but not limited to on-site visits to assess current and potential community organizations and groups used as community-based learning sites.
- \*During declared campus emergencies, this position may be required to perform specific job related duties at a designated off campus location or place of residence.

**Required Qualifications:**

A Master's degree from a regionally accredited college or university in a directly related area of specialization; or a Bachelor's degree from a regionally accredited college or university and two years of experience directly related to the job functions.

**Preferred Qualifications:**

Bachelor's Degree in an appropriate area of specialization and two years of instructional experience. Preferred: Master's degree in an appropriate area of specialization and five years of instructional experience. Experience supporting community-based learning with an emphasis on course-based

Text of Ads for External Website(s)  
(if applicable)

endeavors. Demonstrated effectiveness in working with faculty members and instructors. Demonstrated personal and professional commitment to public service, social justice, and diversity; solid understanding of and appreciation for cultural, ethnic and individual differences.

Applicants must complete an online application, as well as upload supplemental documents, at [www.unfjobs.org](http://www.unfjobs.org) in order to be considered for this position. Applicants who do not apply online and/or upload all the required documents will not be considered for this position.

Campus Compact ([Compact.org](http://Compact.org));  
Engagement Scholarship Consortium (<http://engagementscholarship.org/resources/position-announcements>);  
Higher Ed Service Learning List serve (<https://groups.google.com/a/nylc.org/forum/#!forum/he-sl-listserv>);  
Florida Campus Compact List serve (Contact Mike Norris at Florida Campus Compact);  
IARSCLE (<http://www.researchslce.org/jobs/>);  
AACU ([http://www.aacu.org/aacu\\_news/postings/index.cfm?section=2](http://www.aacu.org/aacu_news/postings/index.cfm?section=2));

Advertisement placed in

Text of Ad(s) for Print Media (if applicable)

Search Committee Composition

List the name, title, race and gender of each committee member. Committee must consist of at least five (5) members and reflect diversity in minority and female representation. Indicate the individual who will serve as Chair. **The hiring officer or department chair should not serve as Chair of the search committee. A Search committee is required for all faculty recruitment and Director level or higher A&P positions. A search committee is not required for other A&P positions, but may be used if deemed appropriate.**

**Description of Ethnic and Gender Composition of the Hiring Unit**  
**Enter number of employees in hiring unit**

Male - White	1
Female - White	3
Male - Black	
Female - Black	
Male - Hispanic	

Female - Hispanic 1

Male - Asian or Pacific  
Islander

Female - Asian or Pacific  
Islander

Male - Am Indian - Alaskan  
Native

Female - Am Indian -  
Alaskan Native

Male - Other

Female - Other

### **PROPOSED SEARCH SCHEDULE**

Post position on UNF  
Website 10-13-2014

Begin screening applications 10-24-2014

Request approval of  
telephone/on campus  
interview pool from EOD  
(A&P)/ from Dean (Faculty) 10-24-2014

Conduct phone interviews 10-28-2014

Conduct campus interviews 10-31-2014

Send listing of  
recommended candidates to  
the Hiring Officer 11-01-2014

Anticipated starting date 11-10-2014

How will applicant screening  
be conducted: Phone and On campus Interviews

### **Pool Certification**

Applicant Pool Approved?  
(Faculty & Administrative positions  
only) No Response

Applicant Pool Approved By:  
(Faculty & Administrative positions  
only)

Applicant Pool Approved On:  
(Faculty & Administrative positions  
only)

Interview Pool Approved?  
(Administrative positions only) No Response

Interview Pool Approved By:  
(Administrative positions only)

Interview Pool Approved On:  
(Administrative positions only)

### **Template Level Questions**

**No Template Level Questions.**

### **Posting Specific Questions**

**32140 - Do you have a Master's degree from a regionally accredited college/university in a directly related area of specialization or a Bachelor's degree from a regionally accredited college/university and two years of experience directly related to the job functions?**

**ANSWER**

Yes

No

This question is required.

**Points**

Maximum Points Possible: **0**

**Posting Specific Questions**

**32140 - Do you have a Master's degree from a regionally accredited college/university in a directly related area of specialization or a Bachelor's degree from a regionally accredited college/university and two years of experience directly related to the job functions?**

**ANSWER**

**DISQUALIFYING**

**SCORE**

Yes

DISQ

0

No

DISQ

0

**0 %**

**Notes / History**

**10-08-2014 4:52 PM**

**Jessica Soto**

Saved

**10-08-2014 4:53 PM**

**Jessica Soto**

Saved

**10-13-2014 9:09 AM**

**Jessica Soto**

EOD Approval Pending

**10-13-2014 9:30 AM**

**Kolanda Douglas**

Save

**10-13-2014 9:30 AM**

**Kolanda Douglas**

VP Approval Pending

**10-13-2014 2:17 PM**

**Bob Coleman**

HR Approval/Posting Pending

**10-14-2014 7:50 AM**

**Michael Fritts**

NOTE:

Salary reviewed by HR.

**10-14-2014 9:38 AM**

**Brian Becker**

NOTE:

Vacancy, HO, EOD, VP and HR approvals secured.

**10-14-2014 9:38 AM**

**Brian Becker**

Approved

**10-14-2014 9:38 AM**

**System Generated**

Posted