Experiential Learning Manager

Granite State College is accepting applications for an Experiential Learning Manager. We are seeking a highly organized and motivated individual who will be responsible for developing, managing, and supporting experiential learning opportunities for Granite State students. This individual will also contribute to the College’s similar efforts in the area of prior learning assessment and awarding of appropriate credit. This full time salaried position is based at our Concord campus.

This is a one year appointment with possibility of continuance.

The Experiential Learning Manager will report to the Vice Provost for Academic Affairs and be responsible for:

- Creating guidelines and learning outcomes for internship opportunities. Leading efforts in collecting, managing and evaluating data relating to experiential learning opportunities.
- Collaborating with GSC colleagues to develop formative and summative assessments/criteria for experiential learning link to defined program outcomes. Coordinate assessment efforts with internal and external stakeholders to modify criteria and instruments, updating assessments as needed.
- Creating handbooks, observation and evaluation forms, placement details and agreements for use by students, faculty, university and organizational supervisors.
- Creating a model for students to frame a work project at their current place of employment that would meet the experiential learning requirements.
- Establishing best practices, policies, and procedures in compliance with fair and equitable recruiting and selection standards for sponsors and partners participating in experiential learning opportunities.
- Contributing to regular program reviews and pursue improvements based on student success measurements.
- Supporting and enhancing employer relations strategies, plans, and action items; assisting in the development, planning, and implementation of community engagement to increase internship/experiential learning opportunities for students.
- Evaluating current college practices and making recommendations for the development and enhancement of policies, processes, procedures, and forms for prior learning assessments and awarding of credit for prior learning. Implementing approved recommendations.
- Assessing current list of validated training programs approved for credit; develop and implement plan for re-assessment of these programs.
- Supporting and managing implementation of existing agreements/MOU’s related to the transfer of credit for prior learning.
**Minimum Acceptable Qualifications:**

- Master's degree or equivalent in Business Administration, Higher Education Administration or similar field. 3-5 years in managing and supporting experiential learning initiatives in a higher education setting
- Strong understanding of integrated and experiential learning in higher education
- Demonstrated initiative to develop and execute new programs and services for students and employers
- Demonstrated ability to manage multiple projects, work independently and collaboratively, and to foster teamwork and resourcefulness
- Excellent communication and interpersonal skills
- Strong computer skills including ability to collect and analyzes information. Competent in Microsoft Office suite, spreadsheets, database management and software applications. Ability to learn new programs.

**Additional Information:** Must be able to travel to the other GSC centers in New Hampshire and potential partners. Some nights and weekends may be required. This is a benefits eligible position.

**Salary commensurate with experience and generous USNH Benefits Package.**

**Application Process:** Interested applicants should submit cover letter, resume, and list of references to GSC.HR.AcademicAffairs2@granite.edu

**Equal Opportunity / Affirmative Action:** The University of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action institution. The university seeks excellence through diversity among its administrators, faculty, staff, and students. The university prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

**No phone calls please.**