Experiential Learning Coordinator

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CHAMPLAIN COLLEGE

Experiential Learning Coordinator

Job Description:

"Experience Included" is Champlain College's commitment to our students. The Experiential Learning Coordinator plays an essential role supporting the robust experiential learning programs offered at Champlain College.

This position supports the logistics and advising of experiential learning programs including study abroad, internships, service-learning, co-ops and campus-based experiential opportunities. The Coordinator handles program logistics, student support, and coordination with campus and external partners, while supporting the Champlain Exchange, a unique experiential learning hub at Champlain College.

Key Responsibilities:

Student Support

- Serve as key point of contact for students exploring experiential learning opportunities including study abroad, internships, co-ops, service-learning, and studio-based coursework.
- Process internship and study abroad applications, employer partnership paperwork; maintain calendars, deadlines, and track student participation
- Ensure students are connected to the most relevant and effective experiential learning opportunities.

Coordination and communication

- Build experiential learning awareness among all constituents, particularly among first and second-year students and faculty
- Draft and edit communications materials
- Promote and utilize Handshake and other relevant databases to develop a comprehensive catalog of experiential learning opportunities
- Develop asynchronous and self-service access to experiential learning prospects as well as personalized approaches

Administrative and Faculty Support

- Collaborate with faculty to support experiential learning both internally and externally
- Provide administrative support including arranging meetings, making travel arrangements, collaborating on events, and handling information requests
- Track learning participation rates and help make assessments for improving future outcomes.
- Prepare statistical reports, maintain databases and records, prepare financial requisitions and invoices, and purchase supplies as requested

Requirements

- Bachelor's degree or equivalent combination of experience and education
- 3+ years of administrative support, preferably in an educational setting
- Excellent written communication and organizational skills
- Experience with budget reconciliation and financial processes
- Strong relationship-building abilities with diverse stakeholder groups
- Exceptional skill in managing competing priorities and resource allocation
- Proficiency with Microsoft Office Suite and Google Workspace
- Competency with technology platforms including career development systems and emerging tools such as generative AI
- Ability to work independently while maintaining attention to detail

Work Arrangement

- Full-time in-person position based at our main campus in Burlington, VT
- Standard business hours (M-F, 8:30am-5:00pm) with occasional evening/weekend hours for special events or projects
- Comfortable office environment with extensive computer use

- May require occasional travel for meetings or events

Compensation & Benefits:

- **Annual Salary:** $52,000 - $64,000
- **Comprehensive Benefits Package:**
    - Health Coverage: Medical, dental, and vision insurance with HSA and FSA options
    - Paid Time off: 16 holidays, 4 weeks of vacation, 2 weeks sick time and 2 days of personal leave
    - Retirement: 403(b) plan with 3% employer matching contribution
    - Education: Tuition benefits for employees and family members
    - Wellness: Gym discount and Wellness programs with up to $300 annual incentives
    - Welfare: Short-term and long-term disability coverage, plus life insurance
    - Other Perks: Employee Assistance Program (EAP) with counseling services, access to employee discounts and local/national benefit programs

Application Instructions:

To apply, please follow the link below and submit the following application materials:

- **Resume/CV**
- **Cover Letter** addressing the desired qualifications and how your experiences contribute to the academic excellence and inclusive community at Champlain College.

The College seeks candidates who can enhance its mission through their work, life experiences, service, teaching, or research. Please include specific examples of how you would contribute to these efforts in your Cover Letter.

To streamline our hiring process and ensure fairness for all candidates, we manage all recruitment communications through our online application system. Please do not call regarding your application status. We'll reach out directly if we'd like to schedule an interview.

The successful completion of a criminal background check is required as a condition of employment.
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Champlain College does not discriminate on the basis of race, creed, color, national origin, place of birth, ancestry, religion, age, sexual orientation, sex, gender identity, veteran or military service status, HIV -positive status, qualified disability, or on the basis of any other status protected by law, and does not discriminate in the administration of its education and admission policies, scholarship and loan programs, employment practices or co-curricular

and other College-administered programs. Champlain College will make reasonable accommodations for otherwise qualified students, applicants for admission or employment, or employees.

Champlain College is committed to fostering an inclusive and welcoming community. We believe that bringing together individuals with different backgrounds, perspectives, and experiences enriches education and strengthens our community. At Champlain, all members are valued as individuals and respected for their unique contributions.

EU Employee Data Protection Notice

About Us:

Founded in 1878, Champlain College is a small, private, not-for-profit college in Burlington, Vermont overlooking Lake Champlain and the Adirondack mountains. Its career-driven approach to higher education prepares students for professional life from their very first semester. For the fifth year in a row, Champlain was named a "Most Innovative School" in the North by U.S. News & World Report's "America's Best Colleges" 2020 regional rankings and ranked #9 on The Princeton Review's "2025 Top Schools for Game Design."

To apply, visit https://champlain-ibumjb.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/11

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