

Job Description

Position Title:	Teacher Preparation Program Coordinator		
Business Unit:	Hawkins Grant	Status:	Full-Time Hourly (Non-Exempt)
Reporting to:	Hawkins Project Director	Salary Range:	Hawkins (Grant Funded)

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The role is designed to support and advance the goals of SWAU's Augustus F. Hawkins grant with stated objectives to increase teacher preparation program completion, teacher candidate certification, teacher workforce placement, teacher retention, and ultimately address teacher shortage areas including bilingual certification and teachers from diverse backgrounds. Three key areas of responsibility will be emphasized, including outreach, placement and residency and advisor to students in the teacher preparation program.</p> <p>Responsibilities related to outreach coordination include promoting the education program to the surrounding community. The expansion of current partnership and the development of news to increase awareness and engagement in the local community.</p> <p>Responsibilities for the coordination of placement and residency include developing partnerships with local school districts for field-based experience, clinical teaching, internships and potential residency sites. Facilitation of the placement of preservice teachers in authentic field-based experiences and to serve as a liaison between local campuses, the education department and students.</p> <p>Responsibilities for advising student in the teacher preparation program include providing information for State licensure as well as North American Division of Seventh-day Adventist certification. Additionally, providing support to transfer students from community college or other institutions.</p>

Responsibilities:

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- Develop outreach materials and resources targeted at community college student counselors and administrators
- Track and analyze data related to outreach efforts and transfer student enrollment to assess effectiveness and inform future initiatives
- Serve as primary point of contact between the university and community colleges, fostering collaboration and communication
- Coordinate outreach events and activities aimed at prospective students from community colleges, including information sessions, campus tours, and college fairs.
- Work closely with the Project Director to accomplish duties as assigned
- Develop a Minority Professional Network for education graduates and students
- Coordinate with the Advancement office to promote current and future programming
- Attend conferences when appropriate to enhance knowledge and networking abilities.
- Facilitate field placement for clinical teaching, internships and residency ensuring alignments with program requirements and learning objectives
- Provide academic and guidance to students as they plan their progression through the teacher preparation program

Other Responsibilities

- Represent the university at community college events, conferences and meetings to promote awareness of academic programs, scholarships, and opportunities to transfer students
- Contribute to the overall success of the education program through participation in meetings, committees and special projects as assigned.

<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor’s degree preferred • Three years professional experience in a related role • Ability to effectively communicate with a wide range of individuals and constituencies in a diverse university community. • Strong communication skills • Effective listening skills • Knowledge in social media platforms and content creation • The ability to work with a diverse group of students of different ages • Proficiency in Spanish preferred
<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Knowledge of spreadsheets • Ability to anticipate, initiate, and execute project needs • Problem-solving and critical thinking skills • Ability to formulate plans and evaluate services effectively • Skill in both verbal and written communication • Ability to work with a team
<p>Work Conditions & Environment:</p>	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, Reading, and Writing English.</p> <p>Occasional: Working on Weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	