

Posting Details

WORKING TITLE	Experiential Learning Specialist
NUMBER OF OPENINGS	1 - 2
POSITION OPEN DATES	March 8 - 29, 2022
DESIRED START DATE	Aug. 14, 2023
LOCATION	In person at the Career Center. At the discretion of their supervisor, this position may partially work remote.
HOURLY PAY	Starting at \$ 14.50, will increase to \$15.50 July 1
HOURS PER WEEK	10 – 20, schedule to be determined with supervisor.
SUMMER EMPLOYMENT	Preferred
EDUCATIONAL REQUIREMENT	Must be a currently enrolled student at CSU
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> Committed to the growth and development of yourself and others. Values and prioritize attention to detail.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> Working knowledge of Microsoft Office programs; Word, Excel, PowerPoint.

Essential Job Duties

POSITION SUMMARY	The Experiential Learning Specialist is responsible for advancing training programs and events for student employee & internship development across the University. This includes working with the Student Employee Development Coordinator and Internship Development Coordinator to create & facilitate trainings and resources for supervisors and students.
CREATIVITY	<ul style="list-style-type: none"> Create training content and resources (e.g., curriculum, development tools). Develop, execute, and maintain program marketing campaigns.
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> Apply and interpret assessment tools to measure training and program effectiveness such as surveying participants and reporting on learning outcomes. In collaboration with the Experiential Learning Team, develop new resources to help students navigate campus employment and internship opportunities.
INCLUSIVE TEAMWORK	<ul style="list-style-type: none"> Assist at Career Center events and programs as needed, including career fair(s) held each semester. Collaborate with Career Center Staff and campus partners and other key internal stakeholders regarding student employee & internship development and training needs.
SELF-REFLECTION	<ul style="list-style-type: none"> Engage in weekly coaching meetings with your supervisor, scheduled around academic commitments. Participate in staff and career development trainings and activities provided by the Career Center.
VERBAL & WRITTEN COMMUNICATION	<ul style="list-style-type: none"> Handle logistics for training activities including online and on-campus sessions, serving as a co-host for live trainings and providing technical and equipment support. Maintain program communications including, but not limited to, training reminders and follow-up emails.