Brescia University

Our Mission: We are a Catholic Ursuline university forming compassionate, critical thinkers through a holistic and deeply personal education.

School of Education Curriculum Resource Center Coordinator (Part Time)

This role acts as a primary liaison between the University/academic department, student candidates, faculty and K-12 partner schools. Coordinates student field observation hours with area schools to verify and track hours using the Kentucky Field Experience Tracking System (KFETS). Provides administrative assistance to the School of Education faculty, staff and students.

Experience and Education requirements:

- Associate's degree; Bachelor's degree preferred
- Proficient with Microsoft Office Word and Excel
- Strong oral and written communication skills
- Excellent organizational skills with attention to detail

Responsibilities are, but not limited to:

- Responsible for coordinating with area schools, tracking and organizing all aspects of educational field observation hours
- Maintain student files that include field hours, permanent records, background checks and student teaching records, etc.
- Verify student field experience hours in and retrieve data from the Kentucky Field Experience Tracking System (KFETS)
- Monitor and conduct a professional workshop for student workers assigned to the education department
- Maintain data of student placement to correspond with Education Professional Standards Board (EPSB)
- Assist with the School of Education and Clinical Practice admission process
- Tracks and records evaluations for pre-candidates for recommendations
- Prepare data, materials and other items for sub TEAC and TEAC meetings
- Administrative responsibilities such as maintaining and ordering supplies, organizing events associated with School of Education, preparation and distribution of minutes

To apply, please send a resume to HR@Brescia.edu

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER