



Internship Coordinator Non Tenure Track Instructor/Assistant Professor (Division of Health and Exercise Science)

Recruitment #: F1910
Application Deadline: Review begins **October 21, 2019**. Position open until filled.
Salary Range: WOU's Salary Schedule can be found in Article 16 of the [WOUFT-CBA 2017-2020](#).

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Division / Job Summary:

The Health and Exercise Division at Western Oregon University seeks qualified applicants for a non-tenure track appointment with primary responsibilities in coordination, supervision, and assessment of required components of the Exercise Science (EXS) Internship for undergraduate majors. The EXS Internship Coordinator will work collaboratively with employers, community organizations, external agencies, and university faculty and staff to develop and refine opportunities for EXS students in securing relevant career experiences. This is a full-time, 9-month appointment, with the addition of Summer Session responsibilities for Internship coordination. The successful candidate will join a dynamic division of eleven tenure-track faculty and eight full-time non-tenure track faculty members. Please visit our website at <http://www.wou.edu/hexs/>

The **primary responsibilities** of this position are to coordinate, supervise, and assess all components of the required Exercise Science Internship experience and the EXS practicum courses within the Division of Health and Exercise Science. More specifically the duties include, but are not limited to the following:

- Coordination and supervision of EXS interns and tracking of all requirements for the EXS internship course.
- Assessment of EXS Internship experiences via quarterly data collection from supervisors, interns, and alumni
- Evaluation of senior portfolio evidences using a competency-based framework
- Conducting informational and advanced planning sessions, and providing individual students direction and assistance in securing internship placements
- Supervision and monitoring of all students enrolled in EXS Practicum courses
- Identification of new internship sites, and refinement of existing sites, that would enhance the experience and professional skills of EXS majors for entry into various fields of employment
- Work with the WOU Contract and Project Officer on memoranda of agreement and contracts as required by internship sites
- Maintenance of a comprehensive EXS Internship Packet and an EXS Practicum Packet
- Data management and compiling of an annual report summarizing program competency assessment for EXS majors

Additional responsibilities will include instruction of one course per term in the successful applicant's area of academic preparation (not to exceed .333 FTE/term), the advising of undergraduate majors, and service on select committees within the Division, College, and University.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Master's degree in Exercise Science or appropriately related field
- Demonstrated experience as a clinical preceptor and/or supervisor of internship students, or a combination of education and experience from which comparable skills and knowledge have been established
- Demonstrated teaching and advising experience in higher education or other educational setting
- Experience with competency-based assessment practices and program evaluation
- Data management experience

Contact Information:

Questions regarding this position may be directed to **Dr. Brian Caster**, Search Committee Chair, at casterb@wou.edu .

For questions regarding the application process or to submit your application documents, please contact Human Resources at **503-838-8552** or employment@wou.edu.

Application Instructions:

You may submit all materials online at www.wou.edu/facultyapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/facultyapp
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Current curriculum vita
4. Contact information for three references who can speak directly to the applicant's skills relative to this job announcement
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

F1910, Internship Coordinator, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, **OR** 97361; **OR** E-mail to employment@wou.edu; **OR** fax to: 503-838-8144

Western Oregon University (WOU) www.wou.edu is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.