

POSITION DESCRIPTION

TITLE: Educational Studies Support Specialist – (Exempt, 11-Month)

Collective Bargaining – Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Educational Studies Support Specialist is a full-time, 11-month position in the Department of Educational Studies and reports to the Director of Teacher Education. The two essential components of this job are maintaining Educational Studies records and databases, and working closely with the St. Mary's County Public Schools to arrange around 300 undergraduate field placements each year. The specialist will manage the department's assessment and records system, oversee all SMCM undergraduate field placements and volunteer work in St. Mary's County Public Schools (including placements from other departments on campus), support department members in recruiting prospective students, and provide support for the MAT admissions process (including working with admissions annually to update the online application, pulling data from that system and ensuring applicants have met entry prerequisites). Ongoing responsibilities include maintaining the department's website and social media presence, supervising work study students, and other projects as necessary for the department to maintain effective operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Coordinates all undergraduate field placements and internships in St. Mary's County Public Schools and beyond.
- Supports and coordinates department assessment and reporting, including at the college, state, and national level.
- Maintains (and in some cases develops) records and databases including:
 - MAT database
 - Assessment data
 - Site coordinator contracts
 - MAT paper and electronic records
 - Field placement paperwork
 - Alumni records
- Assists with recruiting to the Educational Studies minors and MAT program.
- Maintains the department web presence.
- Maintains the department social media presence.

Position Description
Educational Studies Support Specialist
Page 2

- Supervises work study students.
- Supports the implementation of the MAT application system and the applicant review process.

MINIMUM QUALIFICATIONS:

- Education: Undergraduate degree required.
- Experience: Computer expertise in the following areas: Google Apps for Education, social media (Facebook, Instagram, Twitter), database development and manipulation, spreadsheets, and website development and maintenance.
- Ability to build and maintain databases with speed and accuracy.
- Experience in diverse settings; ability to tolerate discomfort around injustice and take responsibility for building an inclusive culture.
- Familiarity with k12 contexts (experience in k12 is preferred).
- Excellent writing, verbal, and public relations skills.
- Ability to supervise student workers.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.