

UCEAP Internship Programme Tutor and Co-ordinator (Scotland) Job Description

1. Job Summary

The UCEAP Internship Programme Tutor and Co-ordinator, Scotland provides academic advising and tutoring to a small cohort (<10) of UC Education Abroad Program intern participants at the Scottish Parliament, Non-Governmental Organizations and other partner organizations to complement the internship experience and enhance students' understanding of the UK and Scottish political systems and International NGOs. The internship is currently semester-length and is offered in autumn and spring.

The Co-ordinator serves as a UC representative with current and potential partner organizations, coordinates the placement and oversight of applicants and is responsible for building new internship opportunities.

2. Scope

Generic Scope: Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Custom Scope: The Co-ordinator provides a range of professional knowledge and strategies related to learning skills for students participating in the UCEAP Intern: Scotland program. Conducts professional academic tutoring program on a weekly basis, designs and updates course materials as required. Facilitates and leads student discussions; reviews and evaluates required coursework and final assessment; supports and helps students meet internship and academic goals. Supports program development, promotion and marketing efforts and serves as a liaison to organization supervisors. Works independently, receiving guidance from the Study Center Program Manager and Systemwide Office staff on unusual or complex student internship issues.

3. Key Responsibilities

% of time	Key Responsibilities
80	<p>Academic Oversight:</p> <ul style="list-style-type: none"> • Delivers two seminars per week on a Friday to a small group of students (<10): Parliamentary Studies and International Non-Governmental Organisations, to enhance students' academic success in UCEAP's Intern: Scotland program. Designs and updates course materials, as required. Facilitates discussion regarding internship experiences. • Reviews and evaluates student assessments including student essays, internship journals, mid-term and final evaluations and final exam; provides similar support for small number of special study internships. • Assesses students' academic and internship needs, offers pastoral care, and may refer students to specific study center, or local resources. • Liaises directly with internship organisations and supervisors, including Members of the Scottish Parliament, to evaluate intern performance. • Assists with pre-departure webinar and on-site programme orientation • Accompanies interns on 2-day visit to London each semester. • Ensures the academic program's broad equivalence to UC standards and students' compliance with UCEAP academic and internship policy; liaises with Study Centre Manager and Academic Specialist on any non-routine academic issues
15	<p>Institutional Relations & Program Development</p> <ul style="list-style-type: none"> • Serves as direct liaison with current and prospective internship

	<p>partners</p> <ul style="list-style-type: none"> • Researches potential organisations and presents program opportunity to engage new internship options; liaises with Study Centre Manager and colleagues in Goleta to implement and promote new opportunities • Contributes to program promotion through development of marketing materials and attending occasional events.
5	Other duties as assigned within the skill level of this position

4. Required Knowledge and Skills

- Minimum one-year teaching experience at undergraduate level including grading, student feedback and essay/project supervision.
- Demonstrated understanding of UK and Scottish politics and specifically the role of Scottish parliament within the larger political context.
- Familiarity with Non-Governmental Organization environment and international institutional governance
- Skills in judgment and decision-making.
- Knowledge of strategies in critical thinking, reading, writing, note taking, test taking, time management, and goal setting.
- Problem solving skills.
- Knowledge of academic curricula.
- Knowledge in designing and implementing learning and pedagogical models.
- Multicultural competencies; knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- Oral and written communication skills; interpersonal and presentation skills. Ability to communicate information in small and large group settings.
- Proficient computer skills including databases, word processing, spreadsheets, and web-based systems.

5. Required Education and Training

- Master's degree in related area and/or equivalent experience/training.

6. Preferred Qualifications

- Advanced degree in Political Science or related field