

COLLEGE UNBOUND

Title: Learning in Public Coordinator
Location: Providence, RI
Status: Full-time
Schedule: Hybrid
Range: \$60,000-\$70,000

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: The Learning in Public (LIP) program coordinator will support College Unbound's (CU's) mission to reinvent higher education for underrepresented adult learners by assisting with prior learning assessment (PLA) and experiential learning programs, policies, and processes that recognize and credit learning that happens outside of the classroom, and support students in naming, claiming, and leveraging learning that is not school-based.

The individual in this role will be mission-driven, detail-oriented, organized, collaborative, and a creative problem-solver who thrives in the all-hands-on-deck ethos of a higher education start-up. This position will occasionally require evening work.

Primary Duties and Responsibilities:

- Coordinate the day-to-day functions of the Learning in Public Office and ensure the effective processing of LIP portfolios and Big 10s.
- Manage the tracking systems for submission and credit-posting processes for LIP and Big 10 Portfolios.
- Supervise the LIP and Big10 Specialists and provide guidance to alumni coaches as it relates to LIP program components.
- Support students and faculty with the submission process for Big 10, LIP portfolios and LIP sprints through 1-on-1 meetings, the delivery of workshops, and the dissemination of information.
- Develop resource materials for students and faculty, including "how to" guides for LIP/Big 10 processes and administrative functions.
- Process and track individual Big 10 Shout-outs and email Big 10 certificates to students.

- Prepare regular reports for the purpose of program review and improvement, such as the number of portfolios, credits granted, subject areas over a period of time, length of time from submission to transcript crediting, etc.
- Update content on the LIP and Big 10 Portfolio pages in Digication, the LIP webpage, and other relevant systems to ensure accuracy and accessibility of information for users, as needed.
- Provide additional administrative support as necessary to the Assistant Provost of Curriculum Development, such as arranging for meetings of advisory committees, scheduling trainings, recording meeting minutes, etc.
- Performs other duties as needed or assigned.

Required Qualifications:

- Masters degree
- Excellent organization and task management skills; ability to handle multiple tasks
- Strong computer skills
- Comfortable with Google Suite
- Ability to work flexible hours when needed, including some evenings
- Ability to work effectively in the context of a diverse community

Preferred Qualifications:

- Knowledge of best practices for prior learning assessment
- Experience assessing and evaluating work and life experience for college credit
- Previous experience guiding the development of prior learning assessment programs in a higher education setting
- Previous supervisory experience
- Previous experience supporting faculty and staff around prior learning portfolio development and processes

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**LIP Coordinator**” in the subject line or apply directly on [Idealist](#). Review of applications will begin immediately.