



## FIELD PLACEMENT OFFICER

University of The Bahamas, Commonwealth of The Bahamas

<b>Date Posted</b>	June 2018
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Commensurate with Experience
<b>Employment Type</b>	Full-time

The Faculty of Social and Educational Studies (Education) seeks to employ a full-time **Field Placement Officer (FPO)** who will serve to direct and coordinate all field experiences, final teaching practice placements and associated activities for student-teachers. As University of The Bahamas continues its transition, faculty in Education seek to remain on the cutting edge and to improve the overall teacher-education experience with the establishment of a **Field Placement and Schools Partnership Office (FESPO)** to be headed by the FPO.

**Responsibilities.** Oversee the collection of relevant information from students that will be used in their field school placements and attachments; liaise with school partners to coordinate the placement of student-teachers; monitor student-teacher participation in their field school placements and attachments; report to the Chair of Education on a regular basis on matters pertaining to field placements and attachments; manage clerical staff associated with the FESPO; organize and direct all final teaching practice meetings in conjunction with the Chair of Education; attend and participate in Education meetings as necessary; prepare annual reports and submit to the Chair of Education; and compile and report relevant research data which will be used to inform and improve the field school placement/attachment and final teaching practice exercises. As this is a new position, it is anticipated that additional responsibilities in connection with field school placements/attachments/teaching practice may emerge. Thus, the ideal candidate will be flexible and willing to make adaptations as new challenges emerge.

**Qualifications.** Applicants must have a **Master's Degree in Education** with **teacher certification**, and at **least 5 years of teaching experience**. Experience in **administration** or **human resources management** would be an asset. Collegiality and a healthy respect for working with administration and students as well as with public, private and independent school administrations and their environs is desirable.

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision and research as applicable;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names of three persons from whom letters of reference can be obtained;
7. Completed UB Application for Employment Form found at this link:  
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>.

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic certificates; transcripts; curriculum vitae; copy of relevant pages of valid passport; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs). **DEADLINE FOR APPLICATION IS 22<sup>nd</sup> JUNE 2018.**