



**Position Title:** Part-Time Program Activities Coordinator

**Job Code:** 8104

**Reports To:** Director of Admissions & Registration

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Program Activities Coordinator will lead the day-to-day activities of the Children's Trust Transitions Grant.

**Duties & Responsibilities:**

- Plans grant activities, including Summer Camp and campus visits.
- Coordinates presentations with campus departments for the campus visits and summer camps.
- Files requisition forms and information in a timely manner as required by the Children's Trust Grant.
- Assists the Director with maintenance of grant budget.
- Approves and processes timesheets for part-time personnel as per MDC pay schedule.
- Maintains records for all grant participants, including permission forms, test scores, demographic information, individual case management notes, and attendance at grant activities.
- Recruits students to participate in the grant, working as liaison with targeted schools.
- Orders food, transportation, purchases supplies and student success kits for grant participants.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in Psychology, Education or related field and three (3) years of related experience
- Knowledge and proficiency in computers, especially Microsoft Office applications
- Must possess excellent organizational and interpersonal skills
- Must be detail-oriented and have the ability to meet deadlines.
- Ability to work independently and take initiative and responsibility for all aspects of grant program
- Ability to supervise workers in the field and ensure completion of job responsibilities
- Ability to serve as a liaison between MDC, North Campus and feeder high schools
- Ability to work with high school counselors and administrators to promote program
- Ability to recruit students for program participation
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name