



Position Title: Part-Time Program Coordinator - Advisement

Job Code: 8349

Reports To: Intervention Specialist

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Program Coordinator will provide support to the Advisement Services in its operations, which includes holding special events.

Duties & Responsibilities:

- Oversees FTIC Resource Center operations
- Works at the FTIC Resource Center front desk area: receives guests, documents program activities and makes departmental referrals
- Assists with the development, implementation and evaluations of programs and activities for the FACE Program and FTIC Resource Center
- Performs Program Budget and Maintenance by applying Departmental charge backs and ordering of Supplies
- Monitors Faculty & Departmental program calendars
- Performs the logistics for Special Events e.g. email schedule, room and equipment scheduling
- Sets-up the Activity Schedule Flyer
- Assists with producing, developing, advertising, and marketing the FACE Program and the FTIC Resource Center including handouts, newsletters, news releases, pamphlets, brochures and webpage
- Oversees the marketing and advertising of FACE events and activities
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associates degree from a regionally accredited institution and two (2) years experience in event planning
- Strong computer skills which includes basic Microsoft Word, PowerPoint, EXCEL and Web browsing
- Excellent communication and interpersonal skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name