



Position Title: Part-Time Program Coordinator, First Year Experience Mentoring Programs

Job Code: 8349

Grade: CT

Reports To: Director, First Year Experience

FLSA: Non-Exempt

Job Description:

The Part-Time Program Coordinator will coordinate the Wolfson Campus Faculty / Staff / Administrator Mentoring and Peer Mentoring (CONNECTIONS) programs for the First Year Experience Program. This individual exercises considerable judgment with mentoring program policies, procedures, and events.

Duties & Responsibilities:

- Assists in the design and expansion of FYE Mentoring Program activities
- Assists with Project Director, Honor's College, Student Life Leadership, Faculty/Staff and Administrators, Student Life Skills classes, Students and Student Clubs
- Coordinates the training program for volunteer Mentors & Peer Mentors including timelines, schedules, workshop formats and topics
- Coordinates Mentor training and meetings
- Matches Mentors with first-time-in-college students
- Provides outgoing administrative support to the mentoring relationship
- Maintains program files, prepare program marketing and correspondence, and create the necessary forms and documents for logging activities
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution and two (2) years of related work experience
- Knowledge of general College operations policies and procedures
- Must possess decision-making skills and good organizational skills
- Ability to work independently and communicate effectively
- Possess computer skills (Excel, Access, PowerPoint, Word)
- Ability to work effectively in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name