



**Position Title:** Part-Time Program Coordinator (ICAMS Project)

**Job Code:** 8349

**Reports To:** Dean, Academic Affairs

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Program Coordinator for the ICAMS Project works in collaboration with Academic and Student Affairs personnel, specializing in academic support and academic intervention programming.

**Duties & Responsibilities:**

- Collaborates with Academic and Student Services personnel to support students enrolled in pre-college and college ICAMS activities and courses
- Coordinates arrangements for guest speakers and coordinates field trips for ICAMS students
- Coordinates recruitment and retention activities of ICAMS students
- Assists with the development of the ICAMS class and activities schedules
- Develops letters, correspondence, flyers and other materials to promote the ICAMS program
- Facilitates student services initiatives to support the ICAMS program
- Advises students
- Researches and resolves student issues
- Supports the teaching and learning process as needed
- Coordinates planning and program assessment activities for ICAMS students
- Develops and implements computer-based case management system
- 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 experience in Education or in academic learning support
- Knowledge of PC software including word processing, spreadsheet and data base management

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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