



**Position Title:** Part-Time Project Coordinator

**Job Code:** 8349

**Reports To:** Department Chair

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Project Coordinator is responsible for the day-to-day activities, scheduling the physical and human resources of the College, High Schools, and Community necessary to implement the projects.

**Duties & Responsibilities:**

- Implements and evaluates projects and data collection
- Assures achievement of all project objectives
- Recruits, intakes, assesses, advises and conducts orientation
- Assists High School Students to apply to Miami Dade College
- Assists students overcome barriers to educational success
- Assists students to find jobs, arranges co-op work trips, internships and service learning opportunities
- Facilitates information sessions and study survival skill workshops to students, parents and marketing
- Supervises lab technician and curriculum specialist
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree in appropriate academic discipline from a regionally accredited institution and (2) years of related experience.
- Must possess excellent communication, organization and computer skills
- Ability to work flexible hours and on weekends
- Culturally and linguistically competent to work effectively with minority students

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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