2020 ACTIVITIES COORDINATOR

Job Description
The Activities Coordinator is directly responsible for the development, implementation, monitoring, and evaluation of all co-curricular activities for the M-STEM Academies.

Qualifications and Requirements
• Bachelor’s degree (or near completion) in STEM, education, counseling, psychology, sociology, social work, or other related fields
• Highly developed organizational, administrative, and communication skills
• Knowledgeable in handling crisis situations and medical emergency situations
• Experience in planning and developing enrichment and cultural activities
• Experience in supervising personnel
• Full-time residential living in the residence hall
• Ability to be flexible as unforeseen events arise; to accept and complete tasks as they arise at the management team level

Desired Qualifications
• Prior experience in managing residence hall activities and residence hall staff
• Experience interfacing with local, corporate, and University sectors
• Possession of a valid driver’s license

Duties and Responsibilities
Specific Responsibilities Relative to the Residential Component
A. Training of Student Life Facilitators
   1. Develop and implement initial training of student life staff.
   2. Conduct regular student life training meetings throughout the M-STEM Academies Summer Program duration.
B. Managing Co-Curricular Activities within the M-STEM Academies
   1. Planning the implementation co-curricular activities
   2. Disseminate the goals and areas of focus for co-curricular activities with staff.
   3. Disseminate objectives and content of activities.
   4. Make necessary initial and follow-up contacts for all planned activities.
   5. Arrange for room space and other necessary facilities for all planned activities.
   6. Develop and produce a schedule containing all planned activities.
   7. Observe activities in progress.
   8. Respond to feedback from student life facilitators relative to scheduled activities.
   9. Prepare and administer questionnaires/surveys relative to co-curricular activities to program participants for evaluation purposes.
C. Reporting
   1. Report information on student activities to the Management Team.
   2. Responsible for tracking resources, expenditures and programs.
   3. Assist with the preparation of a final report on the Student Life component.
Supervision Received
The Activities Coordinator reports directly to the M-STEM Academies Director

Supervision Exercised
The Activities Coordinator jointly supervises Student Life Facilitators along with the M-STEM Student Life Coordinator.

Term of Employment
May 4 – May 22  20-25 hours/week
May 25 – August 9  40 hours/week

Compensation
$19.50/hour