

## 2021 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.
- Must adhere and comply with all University, State and County COVID-19 regulations.

### *Desired Qualifications and Requirements*

- 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-Engin and M-Sci Academy Summer Program Directors

***Supervision Exercised***

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

***Term of Employment***

May 3<sup>rd</sup> – May 21<sup>st</sup>            20-25 hours/week

May 24<sup>th</sup> – August 8<sup>th</sup>        40 hours/week

***Compensation***

\$20.00/hour