Job Description

Job Title:	Activity Coordinator for First Year Experience	**Grade:**	K
Department:	Enrollment and Student Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Effectively coordinate activities for the First Year office to provide support that focus on the needs of first year and/or high risk students. Provide support to all of the College's collaborative, college-wide, cross-functional efforts to promote improved retention and performance of students during their first year of matriculation.

Characteristic Duties and Responsibilities:

1. Coordination of activities in the daily operation of the First Year office.
2. Participation in collaborative, cross-unit work teams in support of development, implementation, improvement, and operation of new programs for the first year students that includes:
    a. Direct student services
    b. Orientation activity development and expansion
    c. Faculty/staff training development and implantation
    d. Selection and implementation of programs/materials to enhance student success
    e. Conceptualization and implementation of an integrated first-year experience program for the college
3. Service to the college via leadership of and/or participation in the work of Collegewide and Enrollment Student Service Unit committees.
4. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director of First Year Experience

Direction Given: No direct supervision of other employees; may provide functional guidance to less experienced staff

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2010

Job Description

Job Title:	Activity Coordinator for First Year Experience	**Grade:**	K
Department:	Enrollment and Student Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Minimum Requirements:

Bachelor's Degree from an accredited college or university in Education Administration, Student Services, or related discipline. Two or four years of professional work experience in direct institutional and/or student services. Work experience with first-year students in a community college, preferred. Demonstrated experience leading cross-functional teams in a higher education environment.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of administration institutions of higher education and funding agencies

Understanding of grant development, administration and compliance methods and practices

Ability to understand and interpret regulations related to grants

Ability to manage and coordinate multiple projects and meet critical deadlines

Persuasive abilities to influence cooperation and compliance with work methodologies without direct supervisory authority

Ability to collect, analyze, and interpret varied information and data, statistical or narrative form

Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills

Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context

Proven supervisory and leadership skills

Working Conditions:

Typical office environment

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. June 2010