



Job Classification Description

COORDINATOR OF FIRST YEAR EXPERIENCE EVENTS VSC-UP PAT BARGAINING UNIT

**Grade 12
Exempt**

BASIC FUNCTIONS

Works closely with multiple College constituencies and personnel to schedule, support, and publicize a variety of public events at Johnson State, and especially to connect them to student classroom learning. The overall goal, consistent with the aims of JSC's Title III award, is to support and advance student persistence and success.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

Consistent with the overall task of coordinating public events, s/he will:

- Work closely with the Director of First-Year Experience to encourage and increase freshmen participation in public events on campus by connecting events to first-year seminars, the Common Book Experience, and to the overall first-year experience.
- Work with faculty and students (and student groups) directly to increase the participation of all students in academic and cultural events.
- Advance public events as a continuing vehicle for diversity and for diversity education.
- Work closely with Conference and Events Planning staff, the Director of Diben, the Coordinator of Arts on Campus, and with the Dean of Students to oversee scheduling and coordination of facility use for public events; serve as a member of the Program Planning Board.
- Work closely with IT and A-V services to support scheduled events.
- Work closely with Institutional Advancement to coordinate both external and College publicity for public events.
- Develop and implement an evaluation plan for public events consistent with the strategies and goals contained in "The First Year: A Three-Year Plan for Early and Sustained Student Success at JSC."

SUPERVISION RECEIVED

General supervision is received from the Academic Dean who is also the Title III Project Director.

SUPERVISION EXERCISED

Functional and partial administrative supervision of student staff.

MINIMUM QUALIFICATIONS

Master's degree, plus three or more years of experience in event planning or curatorial activities; or a combination of education and experience from which comparable knowledge and skills are acquired; teaching experience at the college level desirable, although not required.

- Ability to work effectively with multiple constituencies, both at the College and in the community.
- Strong communication skills.
- Good planning, organizational and administrative skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.