



Job Classification Description

COORDINATOR OF FIRST-YEAR EXPERIENCE SUPPORT VSC UP PAT Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To assist with all aspects of administration including production, coordination and execution of services and programs for the Office of First Year Experience (FYE). The overall goal, consistent with the aims of JSC's Title III award, is to support and advance student persistence and early success. This is a part-time position funded by the College's Title III grant.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- In conjunction with other program staff, assists in planning, coordinating, and monitoring the various activities, functions and services of the program. As a member of the FYE team, serves in a variety of research and planning tasks associated with the program, which involves developing and implementing program goals.
- S/he assists with a variety of on-going administrative tasks associated with the program, including designing and maintaining appropriate records systems, and preparing reports on program activities, compliance and general status for the Title III Grants Officer (Academic Dean).
- Identifies professional development opportunities and prepares a calendar for staff and faculty that tracks the major themes of Title III for improving student retention and success.
- Assists the Director with writing and editing, and distributing the Title III newsletter, and other documents used by staff, faculty and students. Compiles and disseminate FYE information to the public regarding program components. Designs and produces template for curriculum to be developed and used by faculty in the FYE Seminars.
- Organizes and maintains appropriate resource information, files and record systems related to assigned functions, including maintaining data on First Year Seminars and New Student Orientation.
- Identifies opportunities for improvements to the operations of the program; may serve in a consultative role in helping develop and implement program goals.
- Confers regularly with the Coordinator of First Year Events, Director of FYE, and other college personnel to coordinate programs, activities, events, information exchange, and investigate and resolve problems. Plays a key role in conducting research and coordinating work associated with the Common Reading Program. Assists with planning and organizing a variety of events for students and their families.
- Provides administrative support for the FYE Director, and other staff as needed.

- Attends relevant local, regional and national professional meetings.
- Performs related duties as assigned

SUPERVISION RECEIVED

General supervision is received from the Director of FYE.

SUPERVISION EXERCISED

May provide minimal supervision of student workers, as needed.

MINIMUM QUALIFICATIONS

Bachelors degree in education or other related field required, plus two or more years experience working with college-level students and programs; or a combination of education and experience from which comparable knowledge and skills are required.

- Solid understanding of student development.
- Strong level of general knowledge and skills relevant to the program
- Strong sense of professionalism
- Good understanding of higher education organizational structure and administrative operations
- Ability to deal effectively with a wide variety of individuals inside and outside of the college and capacity to work as part of a team
- Strong research, writing and computer 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.

06/08