



Student Coordinator Job Description

Basics

- Starting wage is \$11.50/hour
- Student Coordinators are expected to work:
 - Up to 10 hours/week during Fall semester
 - 10-20 hours/week during Spring semester
 - 40 hours/week during Summer programming
 - Occasional weekend hours required during summer programming

Responsibilities

- Assist with the daily operations of the Center for Educational Outreach (CEO)
- Provide high-quality customer service to all parents and participants
- Ensure on-time delivery of communications between the CEO and program participants.
- Process online applications to Summer Youth Programs (SYP)
- Process and securely store health history, allergy, and medication information for SYP
- Assist with data entry and analysis related to all CEO programs
- Assist with outreach programming in roles including but not limited to event facilitator and proctor
- Support MindTrekks event preparation
- Assist with updating social media sites, post development and program promotion
- Compile and record surveys and program evaluation forms for reporting
- Archive files and program information for easy retrieval
- Organize
- Support puzzle development and kit preparation for Unboxed Challenges™
- Other related duties as assigned

Qualifications and skills

Required

- Ability to think creatively and develop unique solutions to complex problems
- Ability to manage multiple tasks at a time
- Responsibility and Accountability
- Ability to maintain confidentiality in student records and personal information
- A positive outlook, flexibility, trouble-shooting abilities, and the desire to work as a team
- Excellent oral and written communication skills
- Willingness to work year-round

Desired

- Previous experience with youth programs and/or pre-college students
- Knowledge of Google Suite, Microsoft Suite, Canva and Banner
- Database and mail merge experience
- 16 passenger van certification from Michigan Tech
- Ability to lift up to 35 pounds