Center for Educational Outreach
Student Coordinator Job Description

**Basics:**
Salary: Starting wage = $10.20/hour
Schedule: 10-15 hours/week during academic year; 40 hours/week during summer, occasional weekend hours required.

**Responsibilities:**
- Assist with the daily operations of the Center for Educational Outreach (CEO)
- Promote program information, answer phone calls and emails, communicate with parents and participants for all CEO programming
- Ensure on-time delivery of communications between the CEO and program participants.
- Process online applications to Summer Youth Programs and update incomplete records in Banner
- Process and securely store health history, allergy, and medication information for Summer Youth Programs
- Assist with data entry and analysis for CEO program surveys, event attendance, and housing records for SYP
- Assist with outreach programming in roles including but not limited to event facilitator and tutor
- Support Mind Trekkers event preparation
- Assist with updating social media sites and post development
- Compile and record evaluation forms submitted by SYP instructors and participants for annual reporting
- Assist in preparing & mailing thank-you letters to sponsors, role model speakers, & round table participants
- Archive files and program information for easy retrieval
- Organize supplies and be able to lift at least 35 pounds
- Support puzzle development and kit preparation for Unboxed Challenges™
- Other duties as assigned

**Qualifications and skills:**

**Required**
- Ability to think creatively and develop unique solutions to complex problems
- Ability to perform multiple tasks simultaneously
- Responsibility and Accountability
- Ability to maintain confidentiality in student records and personal information
- A positive attitude, flexibility, problem-solving, trouble-shooting abilities, and the desire to work as a team
- Excellent oral and written communication skills
- Willingness to work year-round for more than one year

**Desired**
- Previous experience with youth programs and/or pre-college students
- Knowledge of Google Suite, Microsoft Suite, Canva and Avery(Knowledge of Banner a plus)
- Database and mail merge experience
- 16 passenger van certification from Michigan Tech