Student Coordinator Job Description

Basics
• 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 all Center for Educational Outreach programs with 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
• 15 passenger van certification from Michigan Tech
• Ability to lift up to 35 pounds