Center for Pre-College Outreach  
Student Coordinator Job Description

**Basics:**
Salary: Starting wage = $8.15/hour  
Schedule: 10 - 15 hours/week during academic year; 40 hours/week during summer, some hours are non-traditional

**Requirements:**
- **Judgment:** Ability to perform multiple tasks simultaneously  
- **Responsibility and Accountability:** Responsible, reliable, dependable  
- **Attitude:** Demonstrate a positive attitude, flexibility, problem-solving, trouble-shooting abilities, and the desire to work as a team  
- **Communication:** Oral and written communication skills  
- **Dedication:** Willing to work year-round for more than one year  
- Have completed at least one year of college or have equivalent experience  
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules  
- Have flexibility/adaptability (plans constantly change based on student demands)  
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds  
- Always support the rules of the program (the number one priority is to ensure the safety of our students). Be willing to be a counselor (authority figure) first, and a friend second  
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general  
- As counseling is a full-time position, you must obtain prior written approval to report any other hours (over-time) worked on the Michigan Tech campus for the duration of your counseling employment. Violation of this policy could result in termination of your employment  
- Has to pass a state of Michigan background check

**Duties/Responsibilities:**
- Assist with the daily operations of the Center for Pre-College Outreach  
- Promote program information, answer phone calls and emails, communicate with parents and participants to obtain information needed for each applicant when necessary  
- Create numerous forms to prepare mailings for accepted participants according to a specific timeline. Mailings will include information such as confirmations of acceptance, enrollment status, health and transportation information, balance-due amounts, newsletters, etc.  
- Receive application forms and analyze for completeness of information and input into Banner  
- Data entry of all information received per participant by program, including dorm room assignment  
- Assist with tutoring and mentoring at local schools and other outreach programs  
- Support Mind Trekkers event preparation  
- Assist with updating social media sites  
- Compile and generate year-end reports for supervisor and sponsors  
- Compile and record evaluation forms submitted by 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
**Desired Qualifications:**

- Previous experience with youth programs and/or pre-college students
- Knowledge of Word, Publisher, Access, Excel, Photoshop, (knowledge of Banner a plus)
- Database and mail merge experience