Summer Youth Programs
1400 Townsend Drive, Houghton, Michigan  49931-1295

Center for Pre-College Outreach
Student Coordinator Job Description

Basics:
Salary: Starting wage = $8.50/hour
Schedule: 10 - 15 hours/week during academic year; full-time 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