2016 SEA PROGRAM COORDINATOR

Job Description
The SEA Program Coordinator is responsible for co-coordinating and managing the program logistics for the programs within the Summer Engineering Academy (SEA). Two program coordinators will be hired for SEA, each assigned to four of the eight SEA programs.

Qualifications and Eligibility
1. Bachelor’s Degree or equivalent experience in an engineering or math/science-related learning environment. Will consider a 3rd year UM undergraduate.
2. Experience with high school or college students in engineering or math/science-related areas of study.
3. Experience in academic support services for high school or college-level students.
4. Proficient oral and written communication skills; strong organizational skills

Duties and Responsibilities
I. General Management Team Responsibilities
   A. Coordinate and manage logistical components of assigned summer programs in SEA. Two program coordinators hired for SEA, each assigned to four of the eight SEA programs.
   B. Support program recruitment and development needs.
   C. Collaborate with Curriculum Coordinator in development of program schedules.
   D. Additional responsibilities as needed for SEA.

II. Specific Responsibilities Relative to the Curriculum Component
   A. Plan programmatic components for programs to include but not limited to:
      i. Campus Life, Campus Facilities, Academic and Personal Support, Core Curriculum Programs Co-curricular Opportunities, Collaborative Degree Programs, Engineering Departmental Interface
      ii. Engineering Campus Tours including lab tours, Undergraduate Admissions, and others.
   B. Review specific plans with SEA facilitators and/or Curriculum Coordinator as needed.
   C. Assist with the Opening and Closing SEA Ceremonies of programs.
   D. Be available to contribute to the selection and recruiting process of SEA participants.
   E. Interact with SEA providers as needed.
   F. Plan field trip(s) and university visit(s) as needed based on assigned programs.
   G. Generate a final report on the effectiveness of the programs and make recommendations for improvement.
   H. Assist with other SEA program duties as needed.

Supervision Received
The Program Coordinator will report to the SEA Director and works closely and receives direction and supervision from the SEA Curriculum Coordinator.

Supervision Exercised
Coordinator would be provided administrative support from SEA staff as necessary.

Terms of Employment
May 9 - June 3 Flexible (20-30 hours per week)
June 6 - August 5 Scheduled (35-40 hours per week)
August 7 - August 26 Report writing. Flexible hours, most probably 20-30 hours over the two weeks.
Negotiable.