2018 SEA PROGRAM COORDINATOR

Job Description
The SEA Program Coordinator is responsible for coordinating and managing the program logistics for the programs within the Summer Engineering Academy (SEA). Program Coordinators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise.

Requirements and Eligibility
1. Program Coordinators must have a Bachelor’s Degree or equivalent experience in an engineering or math/science-related learning environment. Will consider a undergraduate student 3rd year or higher in good standing at an accredited college or university.
2. Program Coordinators must have experience with high school or college students in engineering or math/science-related areas of study.
3. Program Coordinators must have experience in academic support services for high school and/or college-level students.
4. Program Coordinators must have good leadership, planning, and organizational skills.
5. Program Coordinators must have proficient verbal and written communication skills.
6. Program Coordinators must be reliable, adaptable and conscientious in the performance of duty.

Desired Qualifications
1. Experience with the Center for Engineering Diversity and Outreach Office pre-college programs
2. Valid driver’s license

Duties and Responsibilities
1. Management Team Responsibilities
   a. Coordinate and manage logistical components of SEA.
   b. Support program recruitment and development needs.
   c. Collaborate with Curriculum Coordinator in development of program schedules.
   d. Additional responsibilities as needed for SEA.
2. Curriculum Based Responsibilities
   a. Plan programmatic extracurricular components for programs.
   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. Plan field trip(s) and university visit(s) as needed based on assigned programs.
   f. Generate a final report on the effectiveness of the programs and make recommendations for improvement.
   g. 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
The Program Coordinator would be provided administrative support from SEA staff as necessary.

Terms of Employment
May 9 - June 3 (20-30 hours per week)
June 6 - August 6 (35-40 hours per week)
August 7 - August 17 Report writing. Flexible hours, most probably 20-30 hours over the two weeks.

Compensation Range
$4,200 - $6,000