2019 Engineering OnRamp Program Coordinator

Job Description
The Engineering OnRamp (EO) program coordinator is responsible for coordinating and managing the program logistics for the programs within the EO. 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 a STEM-related learning environment. We will consider an 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 STEM-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 excellent oral 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 EO.
   b. Supervise inventory process.
   c. Support program recruitment and development.
   d. Collaborate with curriculum coordinator in the development of program schedules.
   e. Additional responsibilities as needed for EO.
2. Curriculum-Based Responsibilities
   a. Plan programmatic extracurricular components for programs.
   b. Review specific plans with EO facilitators and/or curriculum coordinator as needed.
   c. Assist with the EO opening and closing programs.
   d. Participate in the selection and recruiting process of EO 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 one week after program completion.
   g. Assist with other EO program duties as needed.

Supervision Received
The program coordinator will report to the program managers, work closely and receives direction and supervision from the EO curriculum coordinator.

Supervision Exercised
The Program coordinators will be provided with administrative support from EO staff as necessary.
Terms of Employment

- May 6 - May 31: (20-30 hours per week)
- June 19 - August 11: (35-40 hours per week)
- August 12 - August 16: Report writing. Flexible hours, most probably 20-30 hours over the two weeks.

Compensation

The compensation for this position is $6500-$7500 based on education and experience. Compensation will be paid in three installments.

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