

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: YOUTH PROGRAMS COORDINATOR (pay grade 120)
Department: EDUCATIONAL OPPORTUNITY
Salary Range: MINIMUM \$27,379 – MAXIMUM \$44,549
Exempt (Y/N): YES
Supervisor: DIRECTOR OF PRECOLLEGE OUTREACH

SUMMARY: Plan, implement, supervise, and evaluate academic pre-college Youth Programs and other special academic programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinate University youth programs.

Oversee and troubleshoot all aspects of programs during implementation, including non-traditional evening and weekend hours. Seek out and evaluate opportunities for new summer and academic year program offerings and funding sources.

Interview, hire, train, supervise, and evaluate over 100 temporary summer employees.

Work collaboratively with over 75 Youth Programs instructional staff.

Oversee evaluation and improvement of programs.

Assist in the development of grant proposals and related reports.

Maintain contact with people interested in pre-college and special academic programming, including funding sources, teachers, parents, and potential students.

Work with the director on the continuation and expansion of school partnerships, as well as working to build partnerships with schools, corporations, student organization, and other agencies/organizations.

Develop and deliver Youth Programs presentations for sponsors, parents, and students (involves travel, evening, and weekend presentations).

Represent Educational Opportunity and Youth Programs at professional and department meetings where appropriate.

Coordinate promotional opportunities for programs.

Provide leadership, supervision, and training, and evaluate performance of Youth Programs office staff.

Assist and support on-going efforts of the Special Academic Programs area and Educational Opportunity.

Assist the Director of Precollege Outreach, representing the Director as needed.

SUPERVISORY RESPONSIBILITIES:

Functional and administrative supervision will be exercised over clerical support staff, temporary employees, and student assistants.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree in education, business, or related field; or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

One year experience in an administrative position.

Demonstrated experience working with pre-college students and teachers.

Demonstrated experience in management of educational programming for young people.

Experience using personal computers including word processing and spreadsheet/database software.

DESIRABLE:

Experience working with youth in a residential program setting.

Experience with grant-writing, reports, proposals, and other program documentation.

Supervisory experience.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent interpersonal and written/oral communication skills.

Demonstrated ability to work, communicate, and interact effectively with culturally, economically, and educationally diverse individuals.

Demonstrated ability to work as part of a team.

Demonstrated knowledge of pre-college program procedures.

Demonstrated ability and willingness to work nontraditional hours.

Demonstrated ability to work independently and take the initiative to solve problems.

Demonstrated ability to use judgment when dealing with confidential information.