

# Coordinator of Pre-College Programs

## Position Details

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### Position Details

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| <b>Position Title</b>   | Coordinator of Pre-College Programs  |
| <b>Advertised Salary</b>  | \$42,000-\$46,000  |
| <b>Posting Number</b>   | A0001324   |
| <b>Location</b>   | Ferris State University - Big Rapids   |
| <b>Number of Positions Available</b>  | 1  |
| <b>FLSA</b>   | Exempt   |
| <b>Part-time/Full-time</b>  | Full-time  |
| <b>Position Type</b>  | Administrative   |
| <b>Summary of Position</b>  | <p>The Coordinator of Pre-College Programs reports directly to the Director of Multicultural Student Services and will have the duties and responsibilities of organizing activities associated with the MI GEAR UP/KCP College Day Program. This is a grant funded position with up to a three-year temporary assignment with the possibility of renewal contingent upon continued grant funding and successful performance. The position will include considerable travel to designated schools within Michigan to implement programs and activities designed to increase awareness to students and their parents about the importance of going to college as outlined in the MI GEAR UP contract including awareness of financial assistance, and improving academic support including mentoring, counseling, outreach, support services, and scholarships for underserved K-12 and college age students.</p> |
| <b>Posting Date</b>   | 05/23/2014   |
| <b>Initial Application Review Date</b>  | 06/09/2014   |
| <b>Closing Date</b>   |  |
| <b>Open Until Applicants are Selected, Selected for interview, or Position Filled</b> | Yes  |
| <b>Special Instructions to Applicants</b>   | Transcript 1(Required): Applicants must attach a copy of unofficial transcripts of Bachelor's degree. Transcripts must include: Institution name, applicant name, date   |

degree attained, degree awarded. Finalist will be required to submit an official transcript.

## Required Qualifications

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| <b>Required Education</b>                   | Bachelor's degree in education, human services, general business or related field.   |
| <b>Required Work Experience</b>             | Three to five years' experience working with underserved K-12 or college age students. Strong interpersonal, organizational, and oral/written communication skills. Demonstrated sensitivity, commitment and a passion in working with socio-economically disadvantaged/underserved populations. Demonstrated familiarity with issues and dynamics that may impact the academic success of this targeted population. |
| <b>Required Licenses and Certifications</b> | Valid drivers license.   |

## Additional Education/Experiences to be Considered

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| <b>Additional Education/Experiences to be Considered</b> | Experience working with pre-college grant funded programs. Demonstrated experience with general grant budget management and accounting principles. |
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## Duties

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Duties

## Responsibilities / Skills and Abilities

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### Responsibilities

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| <b>Responsibilities</b> | Directly responsible to the Director of Multicultural Student Services.   |
| <b>Responsibilities</b> | Organize activities associated with the MI GEAR UP/KCP College Day Program that will serve to create a college going culture with a targeted student cohort.  |
| <b>Responsibilities</b> | Establish contacts and follow up with targeted school districts identified by the grant.  |
| <b>Responsibilities</b> | Plan, implement and evaluate programs that encourage socio-economically disadvantaged/underserved youth to attend college, in accordance with contractual guidelines articulated in the MI GEAR UP/KCP College Day Program Grant. |
| <b>Responsibilities</b> | Support early college awareness activities, which include awareness of financial assistance, and improving academic support including mentoring, counseling, outreach, support services, and scholarships.                        |
| <b>Responsibilities</b> | Provide early college awareness and preparation activities for participating students and their parents through comprehensive outreach services.  |

**Responsibilities**

Demonstrate familiarity with basic budget management procedures and general accounting practices that can serve to assist the program and the Director of Multicultural Student Services in accurately completing the required budget reporting obligations as dictated by the grant.

**Required Physical Abilities****Required Skills and Abilities****Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Do you have a bachelor's degree?
  - Yes
  - No
2. \* Do you have a valid driver's license?
  - Yes
  - No
3. \* How did you hear about this job opportunity?
  - HigherEd Jobs web site
  - MI-HERC web site
  - Diversity Trio web site
  - Diverse Jobs web site
  - Pioneer
  - Chronicle
  - Grand Rapids Press Newspaper
  - Cadillac Evening News Newspaper
  - Morning Sun Newspaper
  - Other

**Documents Needed to Apply**

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**Required Documents**

1. Resume
2. Cover Letter
3. Transcript 1

**Optional Documents**