POSITIVE DESCRIPTION

TITLE: Program Coordinator, DeSousa-Brent Scholars Program - (Contingent)

Collective Bargaining - Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining. This position
do not provide benefits.

JOB SUMMARY:

This position reports directly to the Director of the DeSousa-Brent Scholars Program (DBSP) and is
primarily responsible for the design and delivery of co-curricular programming for DeSousa-Brent. Guided
by an understanding of student development theory, the Program Coordinator will build a comprehensive
academic and social program calendar serving all students enrolled in DBSP. These programs will
increase student engagement and allow Scholars to connect and contribute to the larger St. Mary’s
community. The Program Coordinator will assist with yearly programs like the two-week Summer Bridge,
graduation, orientation, and be responsible for planning off-campus activities. Ongoing funding for this
position is contingent upon the College's success in achieving the performance targets created by the
legislation establishing the funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in
positions allocated to this class. The omission of specific statements of duties does not exclude
them from the position if the work is similar, related, or a logical assignment to the position.)

• Responsible for following the policies and procedures as defined in the employee handbook.

• In conjunction with the DeSousa-Brent Scholars Director, assists with the planning and
  implementation of academic and social programming for DeSousa-Brent Scholars.

• Coordinates the selection, training and advising for peer and study group mentors.

• Coordinates co-curricular programming for the DeSousa-Brent Scholars Summer Bridge program.

• Assists in additional DeSousa-Brent Scholars programming as requested.

• Assists in the selection and recruitment process for incoming DeSousa-Brent Scholars.

• Provides mentorship to students through frequent meetings, outings, and email/social media
  correspondence.

MINIMUM QUALIFICATIONS:

• Education: Bachelor's degree required; Master’s degree preferred.

• Experience: One to two years of professional experience; three years professional experience
  preferred.
Position Description
Program Coordinator, DeSousa Brent Scholars Program (Contingent)
Page 2

- Excellent communication skills, as this position will be responsible for negotiating contracts with vendors, speaking with parents, and giving presentations for recruitment.

- Experience with peer support, residence life, or student affairs desired.

- Excellent written, oral, and interpersonal skills are required.

- An understanding of the foundational principles guiding the DeSousa Brent Scholars program, applicants must demonstrate commitment to supporting students who are traditionally underrepresented in higher education.

- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.