Assistant LSAMP Program Coordinator

**FLSA Status:** Part-time Temporary, non-benefit eligible

**Start Date:** Immediate opening

**End Date:** August 2023 with likely extension until August 2028

**General Position Description:**

- Coordinates activities and functions of the [Louis Stokes Alliance for Minority Participation (LSAMP)](https://example.com/LSAMP) program to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.
- This position works closely with the Senior Program Coordinator, who directs and supervises the necessary job functions.
- Will require independent as well as collaborative work across departments such as Undergraduate Admissions and Orientation, Housing and Residence Life, Purchasing Services, Accounts Payable, Financial Service Delivery Team, Academic Success Centers, Career Development, Office of Inclusion, and the Office of Undergraduate Research and Creative Activity.
- Will also work closely with faculty and staff from the College of the Environment, Forestry, and Natural Sciences and the College of Engineering, Informatics, and Applied Sciences.

**Example of Duties:**

- May coordinate, monitor or supervise the activities of student workers and Graduate Student Mentors.
- Develops and schedules program work plan in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of program; determines priorities.
- Initiates and monitors program expenditures ensuring that budget allocations are not overspent.
- Prepares or assists in preparation of proposal for funding and/or funding continuation from outside sponsors.
- Confers with and advises staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation; refers to appropriate department person when unable to respond.
Assistant LSAMP Program Coordinator

- Coordinates activities of program with interrelated activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
- Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.
- Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action.
- Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program.
- Recruits program participants, members and volunteers utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings.
- Develops, compiles and writes communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution.
- Develops and facilitates workshops, meetings or conferences; coordinates logistics, scheduling and participant communications.
- Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.

Knowledge, Skills and Abilities:

- Knowledge of issues pertaining to area of assignment (e.g. peer mentoring practices, academic success strategies, challenges of STEM majors and underrepresented minority students, STEM career paths).
- Knowledge of budgeting and accounting principles.
- Knowledge of organizational practices.
- Knowledge of supervisory practices and principles.
- Skill in organizing work of self and others.
- Effectively written and oral communication skills.
- Ability to work respectfully with people from a variety of culturally diverse backgrounds.
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Qualifications:

- Bachelor's degree in field appropriate to area of assignment AND one year administrative/coordina
tive program experience; OR,
- Three years of progressively responsible administrative coordinative program experience; OR,
- Any equivalent combination of experience, training and/or education.
- Proficient in Microsoft Office applications (e.g., Excel, Word).
- Familiar with PeopleSoft and Salesforce.
- Competent in social media platforms.

Hours:

- 19 hours per week on average with occasional increases up to 30 hours
- Flexible schedule, remote and in-person work required
- Some weekend work required

Pay: $16-$20 per hour based on experience

Send resume and letter of interest to LSAMP@nau.edu to apply.