

**University of Minnesota
Office of Undergraduate Education**

**Position Description
Program Coordinator(s)
Presidents Emerging Scholars Program**

The Department:

The President's Emerging Scholars Program (PES) is part of the Office of Undergraduate Education and is led by the Vice Provost and Dean of Undergraduate Education. The PES program is a four-year opportunity for undergraduate students, selecting approximately 500 first-year students each year and approaching 2,000 students in the program by fall 2016. Students receive a number of benefits within the PES program including professional advising, peer mentoring, and opportunities for engagement to ensure a positive and successful University of Minnesota experience. The President's Emerging Scholars program is devoted to enriching students' lives through academic experiences and community building to equip them to excel academically. The program's mission is to ensure the timely graduation of its participants by assisting them with identifying University resources to help realize academic, career, and personal goals.

Position(s) Overview:

The PES Program Coordinator(s) work together to oversee the day-to-day activities of the PES Program. This includes overseeing central PES programs and services; hiring, training, managing, developing, and evaluating student staff; tracking PES students' academic success; and targeted outreach to students and families to ensure their overall success and progress towards graduation. PES Coordinators partner with collegiate advising units, along with various on-campus and off-campus partners, to provide programs for PES students and to coordinate services to students in common. The duties and responsibilities outlined in this position description will be accomplished by the two Program Coordinators in partnership with the PES Director. Specific responsibilities will be determined annually by the Director given the strengths and interests of each coordinator.

Qualifications:

Required Qualifications

- Bachelor's Degree + four years' experience working with undergraduate students in a college or university setting
- Previous experience working directly with underrepresented undergraduate students (e.g., first-generation, multicultural, under-resourced)
- Ability to communicate effectively (oral and written)
- Demonstrated understanding of best practices, including theoretical underpinnings for working with underrepresented college students
- Ability to conduct basic data collection and analysis
- Proven skills in organization, professionalism, responsibility and patience
- Demonstrated program development experience
- Employment is contingent upon completion of background verification with satisfactory results as required by law and University policy

Preferred Qualifications

- A Master's degree in the study of higher education (e.g., higher education, student affairs, student counseling, student services, or related) and 2 years full-time experience managing or advising underrepresented college students and/or developing programs for underrepresented college students, including planning, implementing, and evaluating
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- Previous experience managing undergraduate students

- Experience creating realistic and relevant programs for underrepresented undergraduate students
- Ability to work and communicate across organizational programs and priorities
- Demonstrated ability to be flexible and adaptable to change
- Collaborative and diplomatic relationship style; promotes respect and practice of civility and inclusivity in the workplace
- Experience leading meetings with multiple partners and stakeholders

Duties and Responsibilities:

Program Development and Outreach (40%)

- Develop, plan and implement large-scale and small-scale programs and initiatives that are developmentally appropriate for each academic year (freshmen, sophomore, junior, senior year experience)
- Oversee existing programs including Summer Seminar, PES Fall Conference, digital storytelling initiative, and peer-led events
- Serve as the onsite residential Program Lead during the PES Summer Seminar to oversee program and student participants
- Present at informational sessions for new students, parents and campus partners
- Conduct program assessment to determine effective strategies
- Collaborate with colleges and units across campus to develop and implement effective programs
- Utilize web and social media to support program goals and serve students

Student Staff Supervision (30%)

- Co-supervise and mentor a student staff of 30 peer mentors and 15 student staff.
- Coordinate the recruitment, selection and hiring process for these positions.
- Develop and implement peer mentor training program for Summer Seminar, Academic Year, and weekly meetings.
- Set clear expectations, methods of accountability, and strategies for tracking student employee duties and performance, while considering student development theory.
- Provide ongoing feedback and performance reviews for student employees.

Student Progression and Success Monitoring (20%)

- Provide high-touch, developmental, and culturally competent support to students to ensure their success through programs and one-to-one interactions
- Support and track students in their transition and progression through their undergraduate experience
- Work closely with collegiate advisers and peer mentors to provide proactive support and interventions for students as needed
- Provide creative and innovative outreach to ensure students utilize campus resources and high-impact engagement opportunities
- Track students' progress in the PES program to ensure they have completed the program's required events
- Work with campus partners to provide coordinated outreach
- Analyze student data and trends

Administrative Duties (10%)

- Attend weekly staff meetings and ongoing training.
- Maintain timely documentation, notes and program materials
- Participate in PES projects, committee assignments and outreach as needed to advance the program goals
- Communicate regularly with campus partners and stakeholders
- Contribute to the PES annual report, publications and unit promotional events/materials

Position Details:

Appointment: 100%, 12 month, renewable

Job Classification: (Student Services Professional 3

Salary Range: \$45,000 - 52,000

Supervisor: Director, President's Emerging Scholars Program

How to Apply

Applications must be submitted online. To be considered for this position, please click the Apply button at the University's employment web site after locating the job and follow the instructions:

<http://www1.umn.edu/ohr/employment/>

You may search by keywords "PES Program Coordinator" or "305553" (the job ID for this position) and change the "jobs posted within" parameter to "anytime."

Please attach a resume, letter of interest, and a list of three professional references to your online application.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the

U: <http://diversity.umn.edu>.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.

