**University of Maine**

**Job Description**

**TITLE:** Program Coordinator

**DEPARTMENT:** School of Computing and Information Science (SCIS)

**DATE:** May 11, 2021

**REPORTS TO:** Director of SCIS

**PURPOSE:** The SCIS Program Coordinator coordinates student support resources, community-building activities, and external relations. This position is important for increasing student retention and success, identifying issues and improvements, enhancing unit cohesion, engaging alumni in SCIS programs, strengthening ties external stakeholders and supporters, and increasing the profile and reputation of SCIS. A key outcome of the activities of the Coordinator will be increased resources available to support SCIS programs, more effective use of those resources, and improved outcomes in student success.

**Essential Duties & Responsibilities:**

1. Coordinate SCIS student support resources.
* Provide pedagogical and co-curricular support for major-specific first-year success courses.
* Establish and implement New Media and Computer Science undergraduate peer mentoring programs.
* Investigate the feasibility of additional major-specific support resources to increase resilience among first-year students; develop and implement appropriate initiatives for this purpose. Possibilities include support for student clubs, professional development events, cohort-building opportunities at Summer Orientation, and/or a living-learning community.
* Organize activities designed to increase diversity and inclusion through support for students from underrepresented groups and through outreach to prospective students.
* Participate in and/or organize undergraduate recruitment activities for SCIS

2. Assess effectiveness of SCIS support, co-curricular, and community-building efforts.

* Develop evaluation plan including quantitative and qualitative assessments and metrics, administration mechanism and schedule, and analysis plan
* Conduct surveys, focus groups, and interviews to gather information about student experiences, struggles, and concerns. These should include explicit assessment of the first-year experiences to learn more about what students believe would help them succeed and what factors influence whether they persist or not.
* Analyze data about student backgrounds, performance, persistence, and success.
* Evaluate effectiveness of SCIS academic support and community-building programs and activities.
* Recommend modifications to programs based on results of assessments, evaluation of needs, and best practices from the literature

3. Cultivate alumni and industry partnerships.

* Organize and/or support events, speakers, panels, workshops, and panels to foster connections of SCIS faculty and students with alumni.
* Organize and/or support events, speakers, panels, workshops, and panels to foster connections of SCIS faculty and students with industry connections.
* Manage correspondence with SCIS Advisory Board and plan Board meetings.
* Take lead on organizing industry-oriented SCIS events.
* Prepare applications to relevant industry sponsorship programs.
* Serve as a liaison with the College of Liberal Arts and Sciences (CLAS) Dean’s Office and the CLAS philanthropy officer to advance external relations for SCIS.

4. Develop and implement programs to foster students’ early awareness of career-building opportunities.

* Develop and implement a seminar course or series on computing pathways, opportunities, and careers with the goal of encouraging career exploration and internship attainment. This program would particularly target sophomores to start thinking early about internships.
* Act as communication channel between students and industry about internships.
* Facilitate connections between instructors of project-oriented courses and industry sponsors and resources.
* Serve as liaison with Career Services Center to facilitate students’ professional preparation.

**Knowledge & Skill Qualification:
Required:**

* Master’s degree.
* At least three years relevant experience.
* Excellent communication, organization, and interpersonal skills.

**Preferred:**

* Educational credential(s) in a technical or student support field.
* Experience in building organizational infrastructure, implementing programs to increase student success, and assessing effectiveness.
* Record of sustained involvement or leadership in building practices of inclusion for students from diverse backgrounds, including female students and students who are first-generation, from rural backgrounds, disabled, or from underrepresented minority groups.
* Professional experience and a record of effectiveness in roles entailing work with multiple audiences.
* Supervisory experience.
* Successful track record in collaboration in a technical setting.

**Supervisory Responsibility:** The Program Coordinator may oversee up to 12 student workers, by assigning and monitoring work hours, output, and job responsibilities.

**Work Environment:** Academic department environment with sporadically substantial exposure to the public.

**Work Year:** Fulltime, 12-month position.

**Work Schedule:** University of Maine business hours are Monday – Friday 8.00am – 4.30pm, work outside of these hours will be required to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate. After hours work creating liaisons with other disciplines, administrators, alumni, or industry contacts will be required. Flexibility of time when needed, possibly weekends as requested.

**Position Type:** Contingent on external funding.

**Scheduled Evaluation:** In the initial 6 months of employment and annually thereafter in accordance with UMPSA guidelines.

**Job Family/Salary Grade:** 18/03.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.