

Job Description (AD)

Job Title: Assistant Program Coordinator (UCP 4)
Job ID: 2014461
Location: Storrs Campus
Regular/Temporary: Regular

Job Posting

The Office of First Year Programs and Learning Communities (FYP&LC) is seeking an Assistant Program Coordinator to provide administrative support for the vibrant Learning Community program. FYP&LC programs are designed to assist students with their transition from high school to college and to aid in their persistence, success, and retention at the University of Connecticut. Students can select to participate in one of several Learning Communities such as EcoHouse or Global House where they may live together, they complete courses, and they participate in out-of-class activities. In addition, they are introduced to other enrichment opportunities early in their college career. Each community is led by a team of faculty, staff, and student leaders, and they provide a supportive close-knit community experience for students on a large university campus.

The Assistant Program Coordinator will assist the supervisor with the day-to-day operation and administration of the Learning Community program. Responsibilities include, but are not limited to: performing office management duties, coordinating program logistics and administrative support for program staff by independently anticipating and taking care of needs, directing workflow and overseeing administrative processes and paperwork; serving as a resource on matters relating to program activities and administrative policies and procedures; acting for and representing supervisor on administrative matters; greeting and directing visitors; maintaining a positive, professional, and helpful demeanor; maintaining a welcoming office environment; designing and maintaining complex electronic and paper filing systems; managing tasks associated with course scheduling and enrollment, Learning Community application processes including managing housing assignments, Learning Community RA recruitment and selection, student recruitment and marketing activities, designing t-shirts and other promotional items, as well as other tasks involved in enrolling and supporting students in programs or activities; providing comprehensive administrative and planning support to ensure the success of many large and small events, including, but not limited to, student field trips and Learning Community banquets with work on multiple events often occurring simultaneously; writing, creating, and updating informational and promotional materials, requiring an in-depth understanding of the program; professionally composing documents that are primarily electronic, such as emails, flyers, brochures, invoices, letters, memos, reports, course materials, newsletters, articles for publication, etc., which may require desktop publishing or design skills; proofreading work for content, grammar, punctuation, and spelling; compiling and maintaining a collection of resource materials and program information; evaluating and documenting program practices and procedures and making recommendations to update or modify them as needed, including writing and updating instructions and manuals; managing accurate program and grant budgets with a thorough knowledge of UConn financial systems, monitors expenditures, verifies expenses, tracks and compiles figures, reconciles transactions, reviews and prepares statistical reports, etc.; authorizing purchases and payments; processing transactions (purchasing, accounts payable/receivable, travel arrangements, reimbursements, etc.), collecting, organizing, and filing back-up material for all transactions; maintaining equipment, key, and supply inventories; resolving facilities issues which may include complex projects; initiating and processing

hiring and payroll paperwork; managing searches; may assist in orienting and training new employees; managing student employees' hiring, training, supervising, scheduling, and payment processes; managing calendars; arranging and coordinating meetings, including space reservation, room set-up, and equipment/technology needs, researching, assembling, and coordinating meeting materials, and taking, preparing, and distributing meeting minutes; creating and maintaining program websites, blogs, and social media presence; compiling and utilizing data; researching and assembling information and preparing reports; analyzing information and making recommendations; responsible for developing and maintaining constructive, professional work relationships with faculty, staff, students and all levels of University administrators, as well as external constituents; responsible for special projects; may advise student groups and/or teach FYE (first year experience) or other department courses; demonstrating a willingness to occasionally work evenings or weekends to assist with events or activities; and performing other duties as assigned.

Minimum Acceptable Qualifications

1. A Bachelor's degree in an appropriate field and a minimum of three years related experience
2. Demonstrated ability to provide program support with accurate attention to detail and a willingness to learn new skills
3. Demonstrated ability to work independently and regularly exercise judgment regarding administrative detail and procedures
4. Excellent organizational and time management skills
5. Excellent written and oral communication and interpersonal skills
6. Knowledge of, and ability to learn and effectively apply technology as a means to communicate, manage and share information and present material, including working knowledge of Microsoft Office programs such as Word, Excel, and PowerPoint
7. Ability and willingness to work irregular and flexible hours
8. Ability and willingness to foster a campus climate that is welcoming and supportive of the University of Connecticut's diverse student body and encourages communication with and among campus constituencies

Preferred Qualifications

1. Master's degree in Student Personnel, Higher Education Administration or related field
2. Experience working in higher education

Appointment Terms: This is a full-time, 12-month position

Please apply online using Husky Hire (www.jobs.uconn.edu) to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by February 28, 2014.

This job posting is scheduled to be removed at 11:59 PM eastern on March 14, 2014.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.