

**POSITION DESCRIPTION: Undergraduate Retention Programs Coordinator****PROGRAM DESCRIPTION**

The Undergraduate Retention Programs (URP) in the College of Natural Sciences designs, implements, and assesses programs aimed to improve student success and persistence to graduation. The program's mission is to prepare global leaders in science and technology. The key strategies used to accomplish the mission include career and academic preparation, professional development activities, research with faculty, leadership skills development, networking, mentorship of and by students, and academic support services.

The Undergraduate Retention Programs Coordinator is responsible for the following duties:

**GRADUATE STUDENT COORDINATOR DUTIES**

1. Manage two academic support programs (Science and Mathematics Tutorial Hall and Supplemental Instruction).
2. Oversee the overall operation of the programs (operational procedures, program logistics, staff meetings, and quality assurance).
3. Supervise two Assistant Coordinators for the Science and Mathematics Tutorial Hall (SMTH) and Supplemental Instruction).
4. Initiate positive change and foster student development in the programs.
5. Coordinate the recruitment and hiring of staff.
6. Plan and organize training for staff.
7. Design and implement marketing campaigns to promote URP programs.
8. Coordinate SMTH move to new facility.
9. Build relationships with science faculty and staff.
10. Collect, utilize and analyze data for quarter, semester and end of year reports.
11. Collaborate with Living Learning Communities, advocacy offices and university academic departments.
12. Assist with grant writing.
13. Advise a student organization.
14. Other duties as assigned by supervisor.

**QUALIFICATIONS**

1. Must be a graduate student currently enrolled at Colorado State University.
2. Strong commitment to diversity.
3. Excellent written and oral communication skills.
4. Ability to work independently and collaboratively.
5. Computer experience and database management.
6. Supervisory experience with program and staff management
7. Experience with teaching and/or training.

This assistantship is 20 hours per week. Remuneration is approximately \$1370 per month plus in-state tuition.

**APPLICATION**

Submit by email your cover letter, resume, and contact information for three references to:

[Arlene.Nededog@Colostate.edu](mailto:Arlene.Nededog@Colostate.edu)

For additional information contact Arlene Nededog at (970) 491-2036

**APPLICATION DEADLINE** Applications will be reviewed until position is filled