**Student Coordinator Job Description**

Global Studies Residential Academic Program (G‐RAP)

**Job Title:** G‐RAP Student Coordinator

**Job Duties:** The Student Coordinator performs administrative duties as requested by the Program Manager and acts as a resource for students. He/she is available and prepared to answer students’ questions about classes, registration, G‐RAP requirements, and CU in general.

Primary responsibilities include advertising (flyers, Facebook, etc.) and assisting with G‐RAP events, maintaining G-RAP bulletin boards, delivering campus mail, running errands for the Program Coordinator, and keeping students up-to-date on G-RAP, campus, and other events of interest. Duties also include making copies and scans and keeping office and storage spaces organized. Past projects have included organizing the International Photo Contest, creating and facilitating activities at the End of Year Barbeques. Based on performance, duties may expand to include writing the G‐RAP Weekly Announcements, maintaining the G‐RAP website, and completing financial forms.

**Qualifications:** The ideal individual for this position is self‐motivated and outgoing with excellent verbal and written communication skills. Attention to detail is essential. He/she is a quick learner and a creative problem-solver, and will take initiative in developing and following through on new ideas/projects for the program. A positive, can‐do attitude is a must, as is a love of G-RAP!

Technical qualifications include experience with Apple computers and proficiency with Microsoft Word, Excel, and PowerPoint. Desired, but not required – experience with Photoshop and Adobe Acrobat.

**Requirements/Details**:

• Must be a current G-RAP student, enrolled in a minimum of 12 credit hours in the Fall 2015 semester

• Willing to commit to a minimum of two consecutive semesters (Fall 2015 and Spring 2016) of employment with G-RAP, including the summer months. Employment could last up to two academic years including summers.

• Ability to work 10 – 12 hours/week (additional hours over summers)

• Pay starts at $10.00/hour

• **Work‐study students especially encouraged to apply**

**To Apply**: Please complete the Student Coordinator Application and email it, along with a resume, to the G-RAP Administration Office at grapdorm@gmail.com. Contact Jeanine Reinke with any questions.

The Student Coordinator Application opens August 7th, 2015 and closes at 11:59pm August 28th, 2015.