

# ROBERTS WESLEYAN UNIVERSITY

## Job Description

### Job Title

Program Coordinator

### School

School of Education and Social Work

### Reports To

Directors of Programs

### Programs

- Traditional Undergraduate
- MED Initial Certification
- MED Literacy
- MED Special Education

### Status

Hourly, Non-exempt

### Written/Revised

July 2024

### **Job Objective:**

Provide administrative support to the following Teacher Education programs: (1) Traditional Undergraduate Program and (2) three MED Programs - Initial Certification, Literacy, and Special Education. Perform critical coordination work for the program, including activities related to program enrollment (acceptance criteria/activities, orientations, and other on-boarding activities), program/department-specific activities and events, student progress monitoring and correspondence, as well as provide administrative support to the program directors (see below for specific job responsibilities).

This position is part-time (30 hours per week) and benefits-eligible. After an approved training period, some weekly hours may be completed remotely.

### **Job Responsibilities:**

#### **1. Coordinate Program Orientations for New Students (or Program Update Sessions for Returning Students)**

- Help plan program orientations, send invitations to students, and maintain a list of attendees.
- Attend program orientations
- Reserve rooms and send communication to students and speakers
- Update program handbooks with policy/procedure changes and other handouts/resources
- Print/copy/collate materials for distribution
- Coordinate other activities (i.e., food/beverages) as necessary

#### **2. Student and Faculty Support**

- Be a resource for students who have program-related questions
- Coordinate application to program (i.e., schedule writing sample) for Traditional Undergraduates
- Act as primary liaison between programs/students and other departments and faculty of the university (i.e., Registration, Food Service, Room Reservations, Financial Aid, IT, and Health Office)

- Communicate issues/concerns or other matters as related to programs/students to appropriate departments/offices on-campus (i.e., schedule/room/faculty changes, building or IT problems)
- Serve as a liaison to bookstore and publishers (ordering materials, tracking shipments, etc.)
- Assist program faculty with research of classroom/online resources
- Verify course evaluations have been received/reviewed by program faculty and program director

### **3. Program Director Support**

- Coordinate all program-related formal and informal student correspondence
- Distribute, collect, and collate professional dispositions input on students from faculty (as required per program)
- Monitor/track student academic performance and GPAs of all students for acceptance to major (Traditional UG) and/or student teaching for all programs
- Monitor individual/cohort/program performance, and report results/trends to steering committees
- Serve as Secretary for program steering committees (as assigned); assume responsibility for communication and follow-up to identified action items to ensure completion; store meeting minutes in appropriate Google Drive
- Assist Director(s) with research/data collection and preparation of updates/reports
- Manage adjunct database (additions/deletions, updates), and assist Program Director(s) in identifying and communicating with adjunct candidates or current adjuncts
- Monitor and track data from program assessments, and run reports for Program Director(s) and/or Chair
- Coordinate (with Program Directors) annual adjunct meeting to discuss changes in curriculum, assessment instruments, and changes in program/department policies, processes or procedures, and to ensure proper communication of program expectations, program goals/outcomes, assessment measures/rubrics, and alignment between courses/modules
- Ensure all changes to program curriculum or processes/procedures are communicated to faculty/staff (especially adjuncts), and other manual or digital resources are updated
- Implement stop-out and re-entry process for graduate or non-traditional students leaving or re-entering the program, including contacting appropriate departments (registration, financial aid, health office, retention/student success office, IT, etc.), and updating internal databases
- Process re-enrollment of students who wish to return and complete degree requirements
- Monitor all internal and external program information, including catalogs, check sheets, websites, etc., and recommend modifications or updates as appropriate
- Distribute handbooks or program information to students and faculty, as appropriate
- Coordinate (or assist) with ASL, KDP, and SEA events, and provide administrative support, as well as assist, as appropriate, with other department events such as Mock Interview Night

- Manage registration process and communication for MED Literacy practicum/clinical experience
- 4. Student Advising and Monitoring (TRAD UG only)**
- Work with the traditional undergraduate Program Director (PD) to assign TED undergraduate faculty to new advisees, and update advisee lists
  - Coordinate advising meetings with full-time TED and non-department faculty
  - Update the Teacher Education course rotation sheet for the department
  - Update the rotation sheet of other courses in other departments (chart)
  - Run lists of all registered students, use Docuware to verify students have completed all course work for admission, meet GPA requirements, remind students to apply if they qualify, schedule writing samples and send them to be graded, and communicate acceptance decision; Maintain student folders
  - If a student withdraws or is suspended, remove them from the advisor list and remove computer access

*The approved rate of pay for this position is \$16.00 - \$16.50/hr*