

UNIVERSITY OF IDAHO

~~OFFICE OF STUDENT ADVISORY SERVICES~~

COORDINATOR JOB DESCRIPTION
~~DIRECTOR~~ OF MINORITY ~~STUDENT~~ STUDENT PROGRAMS

The **COORDINATOR** of Minority ~~STUDENT~~ Student Programs is directly responsible to the Vice President of Academic Affairs. He/she will work with faculty, & student ~~STUDENT~~ in developing a program ^s which ~~MEET~~ ^s the changing needs of the minority student population on the University of Idaho campus.

minority

Composition of student body?

~~STUDENT~~ RESPONSIBILITIES

advising minority students

1. The **COORDINATOR** ~~Director~~ is responsible for coordinating and implementing the curriculum advisory program. [*NOISE DETAIL*]
2. The Director is responsible for recruiting, making preliminary arrangements for matriculation, *which will require some travel throughout the state?*
3. He/she is responsible for coordinating all Financial Aids arrangements for all minority students.

4. Teaching?

5. Grant proposals for workshops?

- 1) **ACADEMIC COUNSELING**
- 2) **RECRUITING OF MINORITY STUDENTS IN CONJUNCTION WITH THE NEW STUDENT INFORMATION COORDINATOR FINANCIAL AIDS**
- 3) **MATRICULATION W/AID OF DIR. OF ADMISSIONS**
- 4) **FINANCIAL AIDS**