

COORDINATOR OF MINORITY

STUDENT PROGRAMS

SUGGESTIONS:

FY 74-75

SALARY = 10,000 - 12,000 depending upon
experience & ed. Background

12 MOS. POSITION

Beginning DATE: 1 WK to 2 Wks prior to Fall sem.

Qualifications:

1. Master's degree ~~required~~ ^{PREFERRED} ~~OR~~ ^{COMPARABLE}
~~GRADUATE STUDENT IN DEGREE PROGRAM~~
2. Direct experience working with
(M, B, K, ^{Chic.} ~~SEA.~~) minority groups & minority students.
3. Specialized experience in College level,
or UNIVERSITY ORIENTED minority programs.
i.e. - CURRICULUM ADVISEMENT
FINANCIAL AID
COUNSELING & REFERRAL
RECRUITMENT
INSTRUCTION
RESEARCH
4. Extensive experience in ~~written~~ ^{Communication Skill}
~~writing~~ & VERBAL ~~communication~~ ^{A MUST.}

Tues.

2:00

V.P. Richardson
office

Tues.

2:00 P.M.
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MAJOR RESPONSIBILITIES

1. The Director will be responsible for the full coordination & implementation of the Curriculum advisory program AND the interpretation ^{of} said program to student groups & the public.
2. The Director shall reflect active participation through his or her reports of the student minority groups AND their spokesmen.
3. The Director must be able to TRAVEL AS he/she will be responsible for minority student recruiting AND making the necessary preliminary arrangements for MATriculation.
4. The Director will be responsible for FINANCIAL AID coordination & counseling for minority students.
5. The Director shall have the responsibility of seeking necessary ACCREDITATION for minority student curricula.
6. Director must be able to TEACH A CLASS if so NEEDED.

7. Must prepare necessary budget for fiscal yr. & have complete understanding of financial outlook & planning.