

*Copy to SAs*

POSITION AVAILABLE: Coordinator of Minority Student Programs

STARTING DATE: September 1, 1974

SALARY: \$10,000 to \$12,000 for 10 or 12 month position - negotiable

POSITION DESCRIPTION: The Coordinator of Minority Student Programs is directly responsible to the Academic Vice-president. He/she will work with faculty and minority students in developing programs which meet the changing needs of the minority student population on the University of Idaho campus.

RESPONSIBILITIES:

1. Academic counseling of minority students in cooperation with departmental advisors and course instructors.
2. Recruiting of minority students in conjunction with the New Student Information Coordinator.
3. Overseeing matriculation arrangements for minority students in cooperation with the Director of Admissions.
4. Making financial arrangements for minority students in cooperation with the Director of Financial Aids.
5. Identifying special problems which develop among minority students and consulting with appropriate administrators concerning solutions.
6. Handling the administrative details of the Coordinator's Office, e.g., budgeting, planning, and personnel.

QUALIFICATIONS:

1. Experience working with minority students required.
2. Demonstrated written and verbal communication skills required; i.e. correspondence, proposals, publications, lectures, speeches.
3. Experience in academic counseling of minority students required.
4. Specialized experience in college level or university oriented minority programs required.
5. Master's degree preferred.
6. Experience and interest in teaching desirable.
7. Minority student recruitment experience desirable.

CLOSING DATE: July 31, 1974

CONTACT: Dr. Siegfried Rolland, Chmn. Screening Committee  
President's Office  
University of Idaho  
Moscow, Idaho 83843

An Equal Opportunity/Affirmative Action Employer.  
Women and Minorities are encouraged to apply.