

COORDINATOR OF SPECIAL STUDENT PROGRAMS*

Function of Job:

Under general direction of designated supervisor, to participate in the development and implementation of educational, cultural and social student programs and special events, as assigned.

Characteristic Duties and Responsibilities:

1. Serve as advocate and advisor for students in assigned program, including consulting with staff, faculty, and outside experts on student concerns, educational/social programming and program policy development.
2. Develop and implement educational, cultural and social programming and activities for students, faculty and staff for assigned program and special campus/public events.
3. Participate in on-campus and/or off-campus student/staff groups and committees and assist with related campus programs as assigned.
4. Provide leadership and act as a resource in assigned program area to faculty and related academic departments and work with faculty to integrate program special interests into curriculum.
5. Advise and assist students and campus groups in their efforts to develop programming and write, edit, publicize, present, or participate in programs.
6. Establish networks and act as liaison with campus departments/groups/committees and/or off-campus organizations/agencies supplying program resources, materials and other services.
7. Direct, train and supervise assigned students and staff.
8. Establish and supervise processes for receipt and analysis of program data and preparation of related reports.
9. Attend activities to oversee arrangements and solve problems.
10. Develop budget and funding for programs, including seeking funding from federal, state and local sources as necessary.
11. Attain knowledge of State and University policies and regulations regarding campus and public events, and advise students and others on same.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and two years of related experience.
2. Ability to deal effectively with students, faculty, staff, the general public and external agencies.
3. Educational and/or social programming skills.
4. Supervisory skills.

Additional Desirable Qualifications:

1. Experience in areas of student personnel, student activities, and/or recreational administration.
2. Experience working with state, local and non-profit organizations.

4/24/2008
System Approval

4/21/2008
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 9/1/76 as "Coordinator of Educational, Cultural, and Social Programs." And 8/1/85 as "Coordinator – Special Campus Events/Programs" and revised 3/20/00.