STUDENT COORDINATOR

Under the general supervision of the Renaissance Scholars Program Coordinator, the Renaissance Student Coordinator will be responsible for assisting in the coordination of events and activities, providing admissions support, providing direction to the Renaissance Assistant, maintaining social media, and supporting daily needs.

Duties include, but are not limited to:

● One year commitment is required
● Have a clear understanding of and abide by all university policies, including the “University Code of Conduct”
● Attend training sessions and meetings
● Assist with the development and logistics of program or University Events (e.g., Annual Luncheon, Fall/Spring Openers, Preview Day, Welcome Day, etc.)
● Assist with marketing, recruitment, recognition, and evaluation and logistics of the program (e.g., promote participation, monitor RSVP lists, assist with planning, setup, and clean up for event)
● Assist the Program Coordinator in meeting the daily needs of the department
● Update and maintain social media in accordance with university and program policies and branding
● Provide admissions support (email and call applicants and potential applicants, encourage eligible students to apply, review applications for completion, etc.)
● Assist with departmental mass mailings
● Coordinate with the appropriate staff regarding departmental projects and/or events.
● Schedule appointments for department staff
● Other duties as assigned

Minimum Qualifications

● A cumulative GPA of 2.5 or higher
● General Office Experience (Customer service experience desirable)
● Excellent communication skills (written and interpersonal)
● Experience using social media, Microsoft Office and Google Suites
● Ability to work accurately and efficiently in a fast-paced environment with minimal supervision
● Must be organized, committed, and a self-starter.
● Ability to function in an environment where multiple projects are being completed simultaneously

Time Commitment and compensation:

Renaissance Scholars is an “at-will” employer. Commitment averages at 15 hours per week at a beginning rate of $15 per hour. Occasional weekends will be required, along with the overnight Fall Retreat. Work-Study and participation in the Renaissance Scholars Program are preferred, but not required.

If you have further questions regarding this position, please contact the Renaissance Scholars Program renaissance@csueastbay.edu