

University of Houston – Clear Lake

Position Description

Job Title: **Collaborative Program Coordinator**

Job Code: **3110**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Education, Student Development, Counseling or related field.	Master's degree in one of the designated fields.
Experience	One year recent higher education or student related work experience.	Recent experience in Academic Advising, counseling experience at the college level and/or public school teaching experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

In cooperation with the Director of Student Relations, the Collaborative Program Coordinator provides academic advising to graduate and undergraduate students in the School of Education. The Collaborative Program Coordinator also develops degree/certification plans, provides pre-admission advising, conducts group advising sessions and provides advising for registration. This position coordinates the activities associated with the Success Through Education Programs (STEP). STEP is a set of K-16 collaborative "grow your own teacher" partnerships with area communities. The program provides support to students as they explore teaching as a profession. STEP activities include recruiting at partner community colleges, implementing and presenting at university functions (collaboration high school students, community college students, and UHCL students), and retaining current UHCL collaboration students through scholarships, workshops, marketing, and databasemaintenance. The Collaborative Program Coordinator participates in the development and implementation of the School of Education marketing plan and recruitment efforts and acts as liaison with the collaboration initiatives.

Duties and responsibilities

% Time

Advise students (focus on collaboratives)	40
Provide registration advising and assistance	20
Assist in the coordination of and participate in recruitment activities	15
Prepare written reports and correspondence and maintains database. Draft degree/certification plans. Design and coordinate the publication of marketing materials.	15
Attend meetings.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.