



Job Title	Program Coordinator, New Student Programs & Initiatives
PVN ID	LA-2501-006668
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Campus Life
Status	Part Time
Hourly Rate	\$17.00-\$19.00
Hour(s) a Week	15.00
Closing Date	Mar 22, 2025 (Or Until Filled)

General Description

The Program Coordinator for New Students and Initiatives supports the design and implementation of New Student Orientation and post-orientation events sponsored by all areas within Campus Life. The Coordinator will be responsible for planning, organizing, and executing a variety of programs, including orientations, and Welcome Week(s), and working with staff in producing events that foster student participation to support the mission of the college.

Other Duties

- Understand the goals, intention, and targeted student population for New Student Orientation and the First Year Experience.
- Coordinate New Student Orientation programs for new students, including in-person and virtual Field of Interest Community sessions, fostering their integration into the RedHawks Community through post-orientation events such as Weeks of Welcome.
- Assist with coordinating program activities, events, and projects to ensure they are completed on time and within scope. Coordinate the planning of program activities, including catering, venue arrangements, and securing vendors.
- Assist with maintaining an accurate record of all program activities, including participant data, meeting notes, and documents.
- Assist with preparing progress reports on programs, highlighting achievements, challenges, and recommendations for future programming
- Assist in tracking program expenses and ensuring they align with the approved budget.
- Assist the Director in working with the Business Office to initiate purchases, and process payments, reimbursements, and invoices related to program activities.
- Support the development of evaluation tools and methods to measure program outcomes.
- Assist in organizing and conducting program related training sessions or workshops for staff and volunteers involved in the programs as needed.
- Assist with set-up and breakdown for events.

- Perform other duties as assigned.

Qualifications

- Experience using Microsoft Office 365, particularly Excel.
- Collaboration-oriented with strong organizational and interpersonal skills.
- Strong organizational skills, creativity, and a collaborative spirit.
- Excellent writing skills.

EDUCATIONAL REQUIREMENTS:

- Associate degree required. Bachelor's degree preferred.