

Program Coordinator

Position Information

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Position Information

Top Message **Both current Ohio State employees and the general public may apply for this unclassified professional position.**

Message to Applicants

Number of Positions Available 1

University Title Program Coordinator

Working Title Academic Success Coach

Department Newark Campus

Department Location Newark

Requisition Number 449262

Summary of Duties The academic success coach for the Scarlet and Gray Excellence Learning Community for students of color will provide support for existing programs aimed to support student success and retention and assist with the coordination of new initiatives by working closely with the director of retention & student success initiatives, student academic peer coaches as well as with the areas of the Center for Student Success, academic advising, student life, faculty, and others. The academic success coach will provide marketing, recruitment, and student academic peer coach training for the Global Citizens Learning Community, serve as liaison for the Education Teaching & Learning Community, and support existing learning community programs as well as the creation of new ones.

Additional Information for Applicants: **This position is located in Newark, Ohio.**

Pre Employment Screening **Requires the successful completion of a background check.**

Required Qualifications Bachelor's degree, or an equivalent combination of education and experience; experience in program planning and administration.

Desired Qualifications Experience in the organization of volunteers and program materials; teaching experience; experience working with diverse student populations; Master's degree in Higher Education and Student Affairs.

Target Salary \$16.30 - \$18.25 Hourly

Job Category Administrative and Professional

Job Appointment (FTE%) 100.0

Full/Part Time Full-time

Temporary or Regular Regular

Posting Start Date 05/11/2019

Posting End Date 06/09/2019

Dept Contact Name White, Jamie M

Dept Contact Phone

Quick Link <http://www.jobsatosu.com/postings/94745>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Select one box that best represents your number of full years paid employment:
 - Some, but less than one full year of employment
 - 1 full year or more of employment
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 or more years
2. * Select the box that best represents your educational training:
 - Attended school but did not receive high school diploma or GED
 - High school diploma or GED, but no college credit hours
 - Completed less than 45 college credit hours, but did not graduate
 - Completed 45 college credit hours, but did not graduate
 - Completed 90 college credit hours, but did not graduate
 - Completed 135 college credit hours, but did not graduate
 - Completed 180 college credit hours, but did not graduate
 - Completed an Associate's degree
 - Completed a Bachelor's degree
 - Completed a Master's degree or higher
3. * Are you related in any way to a faculty/staff member in the unit of the position for which you are applying?
 - Yes
 - No
4. * What prompted you to apply for this position at The Ohio State University? Please select an answer below:
 - Referred by personal contact
 - Referred by OSU recruiter
 - Job/Career Fair
 - JobsatOSU.com
 - LinkedIn
 - Twitter
 - Monster.com
 - Columbus Dispatch
 - Dice.com
 - Professional organization
 - HERC (Higher Education Recruitment Consortium)
 - Local newspapers
 - Other
5. * Do you have at least one year of experience in program planning and administration?
 - Yes
 - No
6. * Do you have at least one year of experience in the organization of volunteers and program materials?

- Yes
- No

7. * Do you have at least one year of teaching experience?

- Yes
- No

8. * Do you have at least one year of experience working with diverse student populations?

- Yes
- No

9. * Do you have a Master's degree in Higher Education and Student Affairs?

- Yes
- No

Required Documents

Required Documents

Optional Documents

1. Resume
2. Cover Letter
3. Other