Teacher Education Graduate Program Support Coordinator

SUMMARY: Reporting to the Department Head of the Center for Teacher Education, the Teacher Education Graduate Program Support Coordinator serves as the initial point of contact for applicants to the graduate education program and reviews applications for completion and readiness for the selection process. Maintains all education graduate student records and updates essential graduate program publications and documents. Advises graduate students on application to the program, course sequence, and procedures for degree completion. Provides support for graduate education faculty through public relations and program marketing, coordinates colloquia, orientations, CTE presentations and capstone events, maintains and provides materials for state approval and accreditation, and additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Include the following. Other duties may be assigned:

- Serve as the initial point of contact for students interested in the graduate program; respond to all inquiries.
- Review graduate admissions applications for completion and readiness for the selection process.
- Advise graduate students regarding program flow, course sequence, and degree completion and maintain graduate student records in conjunction with admissions, academic advisors, program coordinators and the CTE Department Head.
- Maintain contact with graduate students and faculty regarding admissions and procedures including problem resolution for non-academic issues.
- Provide complete documentation of graduate internship placements, mentors, college supervisors, schools, etc. in a database for CTE faculty and staff.
- Generate cohort course and meeting schedules with graduate coordinators.
- Use computer software (including Microsoft Word, Excel, PowerPoint) for producing reports and use database management systems such as Banner for budget monitoring purposes.
- Provide information for state and accreditation reviews.
- Update all essential CTE print/electronic materials relative to marketing, applications, orientation, assessment documents and handbooks in coordination with the CTE Department Head on a yearly basis.
- Work with grant coordinators; maintain applications, eligibility status and dispersion of funds records for grants.
- Coordinate Master of Arts program activities, conducting evaluations of these sessions where appropriate.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
REQUIRED EDUCATION & EXPERIENCE:

- Bachelor’s degree from an accredited college/university
- Must possess strong communication skills, attention to detail, ability to problem solve, deal with a variety of situations, and the ability to work both independently and as part of a team.
- Strong computer skills; proficient with MS Office (Excel, Word, PowerPoint).

DESIRED AREAS OF EXPERTISE:

- Knowledge of K-12 educational environment and educator licensure
- Banner student database system experience.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Part-time 20 hours/week, non-exempt position.

SALARY: Commensurate with education and experience.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by August 30, 2016.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Teacher Education Graduate Program Support Coordinator Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

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