

**Position Title: Student Program Coordinator**  
**Primary Labor Position (15 hours required)**

**I. Grade Level: 5**

**II. Description:**

- A.** The following are essential duties for the Student Program Coordinator in the Black Cultural Center:
1. Coordinates and plans all cultural programs (e.g. Convocations, Kwanzaa, Copasetic Coffeehouse series)
  2. Serves as co-chair of the Black Enrichment Advisory Board
  3. Organizes and plans Farewell Senior BBQ
  4. Coordinates all functions for off campus programs/activities
  5. Supervises and delegates work to student office assistant
  6. Performs other job-related duties as assigned
  7. Serves as liaison to clubs and organizations
  8. Work with the Alumni office and Black Student Union in coordinating Homecoming activities
- B.** The following are possible *additional duties* for this position:
1. Serves on MLK Planning Committee
  2. Provides information to include in the Operations Manual
  3. Submits articles and information for publication in brochure, *the Onyx* and the What's Up Calendar
  4. Serves as host to visiting guests
  5. Construct private mailing lists (BEAB members and clubs & organizations)

**III. Learning Opportunities:**

- A.** Develop the attributes to appropriate *Grade 5* and below positions: understanding departmental management, taking responsibility for the effectiveness of others, awareness of departmental and institutional relationships, communication and interpersonal skills, evaluations of procedures.
- B.** Time management and organizational skills
- C.** Contract negotiation skills
- D.** Written and verbal communication and interpersonal skills
- E.** Art of committee facilitation and task delegation
- F.** Respect for confidentiality
- G.** Team building skills

**IV. Basic Qualifications:**

- A. General: Creativity, initiative, dependable, ability to work in a team
- B. Skill: Excellent interpersonal and communication skills, ability to work independently with minimum supervision, ability to listen and willingness to help others, good leadership skills, respect for confidentiality, punctual and able to manage time well.
- C. Physical: Energetic and enthusiastic
- D. Academic: Sophomore or above with at least a 2.5 GPA

**V. Desirable Qualifications:**

- A. Good computer and word processing skills
- B. Previous program planning experience
- C. General knowledge of the organizational structure of Berea College
- D. Knowledge of the Black Cultural Center's mission