

## **Job Description: Fiat Lux Scholars Program Student Coordinator**

**The Calvin E. Bright Success Center**; a unit under the department of Student Affairs at UC Merced, provides learning support, transition programs, and individualized interventions which empower UC Merced students to be successful in their academic and personal development. By intentional collaboration and program delivery we:

- Provide opportunities and co-curricular experiences that aid students in enhancing their knowledge of university resources
- Provide academic and personal growth/development, advocacy and access.
- Focus on overcoming barriers and celebrating academic milestones

The Fiat Lux Scholars Program is a community of scholars and dedicated staff members who take a holistic approach to empower a select cohort of first-generation, income-eligible students to enhance their development, growth and academic success. Our goal is to enhance scholars' academic performance, drive, and overall college experience through a structured system of programming, resources and intrusive advising.

### **The Fiat Lux Student Coordinator responsibilities include:**

- Monitor various data points to report participation in program activities
- Create and coordinate student staff schedule for upcoming semester
- Ability to use iCatCard Web Services, Astra, and Conference services for programming coordination
- Serve as a liaison between student staff and professional staff members
- Provide general guidance to Lead Scholars, Academic Scholars, Community Scholars
- Maintain and update program calendar and website
- Exercise independent judgment to make appropriate referrals and recommendations when working with students and student staff
- Communicate and meet weekly with program Professional Staff and Student Staff to ensure program requirements are met
- Coordinates student staff training, program orientation, faculty receptions, and provide proper documentation to Program Assistant
- Attend program meetings and training sessions
- Provide general office support to Professional Staff
- Ability to work with a diverse group of students and staff in a fast-paced environment
- Communicate appropriately, either in person or electronically, with different audiences including staff, students, and other campus departments
- Comply with all UC Merced Principles of Community and UC Conduct Standards
- Maintain good conduct on and off of the UC Merced campus
- Advocate for the interest of Fiat Lux Scholars
- Other duties as assigned

**Qualifications:**

- Must be at least junior standing for the Student Coordinator position
- Must have completed both the UC Merced job application and the Fiat Lux supplemental application for the position desired by the communicated deadline
- Must be available to commit to the student staff position for the entire 2019-2020 academic year, including the entire Summer 2019 and the beginning of Summer 2020
- Must have a cumulative GPA of at least 2.75 and be in good academic standing
- Demonstrate the ability to work well independently and collaboratively as a part of a team while exercising sound judgment
- Knowledge and understanding of the needs of diverse student populations including first generation students
- Effective interpersonal communication skills, including active listening skills
- Ability to use office equipment such as a laptop computer, printer/scanner/copier, projector and fax
- Knowledge of Microsoft Office including Excel, Outlook, Word, and Power Point
- Ability to use Mac/PC operating systems
- Ability to work evenings and weekends
- Must be able to multi-task and have the ability to work in a fast-paced environment
- Must be available to attend Required Training: Summer 2019, August 19th - 23rd, 2019 from 8:00am to 5:00pm & Orientation: August 26th, 2019 from 8:00am to 5:00pm, and first month of June in 2020.