

## **Job Description: Fiat Lux Outreach and Retention 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

**Fiat Lux Scholars Program Mission:** We empower a select cohort of income-eligible, first-generation college students through intentionally structured services that ease their college transition, build a community of scholars, and enhance their student development.

**Fiat Lux Scholars Program Vision:** Promote resilience, increase retention, and minimize barriers to degree attainment for first-generation college students.

### **The Fiat Lux Outreach and Retention Student Coordinator responsibilities include:**

- Monitor various data points to report number of Living Learning Community (LLC) program participants
- Utilize Cat-Life to initiate community bonding and send weekly emails to incoming LLC program participants
- Ability to use iCatCard Web Services, Astra, and Conference services for programming coordination
- Ability to follow up promptly with campus departments and incoming first-year students
- Serve as a liaison between incoming students, professional staff members, Office of Financial Aid and Scholarships and other departments at UC Merced for LLC participants
- Provide general guidance to incoming students regarding various aspects of their college transition
- Maintain and update cohort roster, identify barriers, needs or challenges students are facing through the onboarding process and address them accordingly
- Exercise independent judgment to make appropriate referrals and recommendations when working with students
- Communicate and meet weekly with program Professional Staff and Student Staff to ensure program requirements are met
- Attend all staff meetings and training sessions for the program as scheduled
- Provide general office support to Professional Staff and Student Coordinators
- 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
- Adhere to all principles of confidentiality
- Other duties as assigned

**Qualifications:**

- Must be at least at junior standing by Fall of 2020
- 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 starting June 2020 through June 2021
- 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: August 17<sup>th</sup> – 21<sup>st</sup>, 2020 & tentative Fiat Lux Orientation: August 24<sup>th</sup>, 2020