



Category: Graduate Coordinator

Department: Office of Student Leadership and Engagement

Title: Graduate Coordinator for the Discovery Program

Duties: Contracted Period May 20, 2019 to August 30, 2019. Applicant must be accepted, matriculated student in a graduate degree program by start date. Note, this is a summer position.

Student's duties and responsibilities: This Graduate Coordinator work directly with the Assistant Director of Student Leadership and Engagement in implementing programming, operational tasks, and student development before and during the Discovery program.

The Hofstra Discovery program is a dynamic, four day / three night interactive program designed for incoming first-year and transfer students immediately before the start of the fall semester. Participants choose a path of discovery- outdoor exploration, leadership or community awareness- and are led in small groups by upper class Discovery leaders, faculty staff and community partners who share the same passions for discovery. This is an opportunity to build connections, hone leadership skills and begin transition to college life and learning.

Job Responsibilities include:

- Plan and implement the first-year student transition program
- Serve as a liaison between program sites
- Market and communicate program to students and their families
- Develop student staff training program
- Coordinate and attend off-campus events
- Coordinate with campus partners
- Reside on campus for duration of program in provided housing (August 25-28, 2019)
- Serve in an on-call capacity during program
- Other administrative duties as assigned

Hours: 25 Hours per week. (The week of August 25th over 25 hours.)

Compensation: \$10/hr. up to \$3000 in total.

Job Qualifications: Candidate should possess excellent written and oral communication skills, proficiency in MS Office suite, and social media. Driver's license preferred. Candidate should have programming and leadership experience. Higher Education students encouraged to apply.

Contact: Email resume and cover letter to orientation@hofstra.edu with "Discovery Program Coordinator" in the subject heading