Program Coordinator

Student Transition Empowerment Program (STEP)

Position Description

STEP Summer is a five and ½ week residential program that prepares first-generation college students for their transition to George Mason University. During this time, the Program Coordinator will assist the STEP Mentors, Senior Program Coordinator, Assistant Director for First Gen Students, and Director of STEP in educating, supporting, and guiding STEP students toward a successful transition into their first semester of college. During the five and ½ program, the Program Coordinator will earn a $2,200 stipend, Mason money toward meals, and housing.

The Program Coordinator will be expected to:

- Live on campus throughout the duration of the program (including training, evenings, and weekends).
- Support the Assistant Director for First Gen Students and the Director of STEP in all programming components of the program including: planning field trips, ordering and organizing supplies for activities, monitoring spending, facilitating activities, creating move-in/out signs, and other duties as assigned.
- Support Assistant Director for First Gen Students and the Director of STEP in all logistical components of the program including: monitoring and tracking spending, creating an academic calendar, maintaining academic spreadsheets, monitoring office/school supplies, coordinating special study halls as needed, and organizing program photos and videos.
- Assist with educational programming initiatives and residence hall activities to enhance the student experience.
- Assist with preparation for STEP workshops, leadership series, and receptions as needed.
- Assume the duties of STEP Mentor as needed.
- Attend STEP weekend activities and field trip(s).
- Serve as a present, positive, and supportive role model
- Report to both the Assistant Director for First Gen Students and the Director of STEP for supervision and evaluation of performance.
- Represent yourself, STEP, ODIME, and Mason in positive ways on social and other media, and exhibit good judgement and a positive public presence.
Application Requirements:

- 2.85 GPA or higher
- Be available for all Training and Program dates, as follows:
  - **Staff Move in Day:** Saturday June 16th, 2018
  - **Training Days:** Sunday June 17th – Tuesday, June 19, 2018, all day
  - **Program Dates:** Wednesday June 20, 2018 – Saturday July 28th, 2018
  - **Staff Post-Program Day:** Sunday July 29th until 10:00pm
- Not have any additional employment throughout the duration of the program (including trainings)
- Not take any courses throughout the duration of the program (including trainings)

Application Deadline:  Friday March 30th, 2018

Applicants will be notified of decision by Friday April 13th, 2018
Application

Name: ____________________________________________

Phone: ____________________________ Email: ______________________________

What is your PREFERRED method of contact?
   Email (GMU)
   Phone
      Call
      Text

G#: ____________________________ Date of Birth: ____________________________

Major: ____________________________ Cumulative GPA: ______________________

Classification/Year (as of Summer 2018): ____________________________

Gender:
   Male
   Female
   Trans
   Gender non-conforming
   Other

Ethnic Background (click all that apply):
   American Indian/Alaskan Native/Indigenous
   Asian/Pacific Islander
   Black/Caribbean/African
   Hispanic/Latinx
   Middle Eastern/North African
   South Asian
   White/European
   Multiracial
   Other
Are you a STEP Scholar?
   Yes
       What year? _________
   No

In a separate Word or PDF document, please answer the following questions:

1. Please provide the following for each current or previous leadership position you’ve held during your time at Mason:
   a. Length of service
   b. Brief description of the position

2. Do you speak any languages besides English? If so, please list them and your level of verbal fluency.

3. How do you cope with stress and promote your own well-being? Please list your extra-curricular activities, passions, hobbies and other ways you cope.

4. How would you create community among the STEP students? Among your fellow STEP staff members?

5. What does cultural competency mean to you?

6. Describe a time in which you advocated for someone with an identity other than your own.

7. Describe a program or event that you were responsible for coordinating. Was the program/event successful? What did you learn from coordinating the event?

8. Why should we hire you as Program Coordinator?

9. Please list three PROFESSIONAL references and let them know they will be contacted. At least one reference must be from George Mason University. References must be a full time professional staff member, advisor, or faculty member (Please note that Mason students, including your RA or Patriot Leader, are not considered professional references.).

Please submit application and supplemental materials to vcorrea4@gmu.edu no later than 11:59 pm on Friday March 30th, 2018.