

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

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 Student Coordinator responsibilities include:

- Monitor various data points to report participation in program activities to program participants
- Create and coordinate student staff schedule for each 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, and 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 by staff members
- Coordinates student staff training, program orientation, faculty receptions, and provide proper documentation to Program Assistant
- Attend and facilitate program all staff meetings, and training sessions as scheduled
- 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
- Adhere to all principles of confidentiality
- Other duties as assigned

Qualifications:

- Must be, or will be, 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 2020-2021 academic year, including Summer 2020 and the beginning of Summer 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: Summer 2020, August 19th - 23rd, 2020 from 8:00am to 5:00pm & Orientation: August 17th – 21st, 2020 & tentative Fiat Lux Orientation: August 24th, 2020.