TNT Job Description – Student Services Coordinator

Duties & Responsibilities

• Help facilitate a grant-funded high school transition and academic program on Saturday mornings for freshmen students at low performing Chicago Public High Schools
• Lead annual recruitment and hiring of undergraduate “Academic Coaches”
• Serve as the primary liaison between Academic Coach team and program staff, inputting programmatic suggestions throughout the academic year
• Help facilitate professional development workshops for undergraduate coaches
• Collect, maintain and analyze on-going program data in Excel
• Coordinate site visits and occasional meetings with high school administration for student recruitment and data collection
• Develop and choose academic support materials and activities for Saturday enrichment sessions
• Support all funding-related efforts of program director including contributions to grant-writing, grant research, development of program reports, and presentations to foundations and external partners
• Coordinate and host Loyola campus trips from visiting elementary and high schools
• Help lead GEAR UP enrichment programs over the summer

Qualifications

• Bachelor’s degree
• Extreme flexibility and high organizational skills
• Self-starter / creative thinker
• Willingness to work closely with a small staff on many educational projects
• Ability to effectively communicate with a wide spectrum of people, from teenage students to professional colleagues, on a daily basis
• Proficiency creating/manipulating Microsoft Excel, Word, Google documents
• Work weekends
• Have a valid driver’s license and feel comfortable occasionally driving off-site
• Familiarity with designing and modifying academic curriculum preferred
• Bilingual in Spanish/Mandarin a plus

For more information contact:
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