

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**JOB TITLE:** EXSEL COORDINATOR (pay grade 110)  
**DEPARTMENT:** EDUCATIONAL OPPORTUNITY  
**SALARY RANGE:** MINIMUM \$24,901 – MAXIMUM \$40,520  
**EXEMPT (Y/N):** YES  
**SUPERVISOR:** EXSEL PROGRAMS DIRECTOR

<b>POSITION DURATION DEPENDENT UPON EXTERNAL FUNDING</b>
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**SUMMARY:** Assist students academically, socially, and/or personally in an effort to improve student retention rates. Monitor the academic progress of Michigan Tech ExSEL program students (Project RISE grant).

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.** Other duties may be assigned.

- Provide individualized assistance to and refer students for academic and personal support; actively maintain regular contact with all ExSEL target students.
- Teach the ExSEL Frameworks for Success and/or the Creating Your Success course(s).
- Assist with special projects that contribute to the achievement of Project Rise/ExSEL goals.
- Hire, train and supervise ExSEL peer mentors, tutors, and teaching assistants; support their academic success, as well; facilitate peer mentor interactions with undergraduate students.
- Provide advisory assistance to and be an advocate for underrepresented student groups.
- Work with academic departments to collaboratively ensure student success.
- Help identify student needs and recommend, plan, and implement services to address them.
- Assist with conducting diversity awareness sessions and develop other resources to assist on-campus academic resource centers such as the Learning Centers.
- Help maintain a database for the purpose of monitoring ExSEL student academic performance, retention, graduation, student interactions and referrals and other information as needed.
- Help maintain a database monitoring and charting various retention and graduation data.
- Prepare and present program design and outcomes at appropriate conferences and meetings.
- Communicate with parents and faculty concerning student academic progress.
- Serve as an Educational Opportunity representative on campus committees.
- Interact regularly with campus support services including academic advisors, learning lab and tutoring personnel, etc.
- Assist with the preparation of reports required by the granting agent/s.
- Assist with the research and help develop future King-Chavez-Parks and other external grant proposals.
- Manage the *ExSEL Resources* and *Making our Mark @ Michigan Tech* web sites; publish the ExSEL newsletter and other materials that support targeted students.
- Help determine appropriate assessment measures for programs and services offered; conduct evaluations; track, analyze, and monitor feedback.
- Assist with specific related Youth Program activities and collaborate with all Educational Opportunity staff.
- Assist with workshops designed to inform target student groups concerning academic and professional development topics.

**SUPERVISORY RESPONSIBILITIES:** Supervision is exercised over the ExSEL support staff and student assistants.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EXSEL COORDINATOR - EDUCATIONAL OPPORTUNITY

### **EDUCATION and/or EXPERIENCE:**

#### REQUIRED:

- Bachelor's degree.
- One year experience working with high school or traditional age college students in a programming, teaching or advisory position.
- Experience interacting with diverse groups of people, especially African American, Native American and/or Hispanic/Latino students.
- Experience using personal computers and basic software packages including word processing and spreadsheet/database software.

#### DESIRABLE:

- Bachelor's degree in science, mathematics, engineering or related fields that require strong mathematics and/or science skills.
- Experience writing grants and proposals.
- Statistical data analysis experience.
- Experience teaching.

### **OTHER SKILLS AND ABILITIES:**

#### REQUIRED:

- Demonstrated self-starter with the ability to take the initiative to solve problems.
- Demonstrated awareness of and sensitivity to diversity groups.
- Excellent interpersonal, listening and oral/written communication skills.
- Demonstrated willingness and ability to work non-traditional hours.

#### DESIRABLE:

- Demonstrated knowledge of retention research.
- Demonstrated knowledge of Michigan Tech's various academic and personal support systems.
- Demonstrated program development skills.
- Demonstrated teaching and/or mentoring skills.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status. January 2008