

**University of Connecticut
Storrs, Connecticut
Office of First Year Programs & Learning Communities**

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EcoHouse Program Coordinator (UPC V)

Under the direction of the Executive Director of First Year Programs and Learning Communities, the Program Coordinator will coordinate day-to-day administrative activities and provide support for a dynamic program. S/he will assist with the planning and administration of the EcoHouse Learning Community, where undergraduate students with similar interests live together in a residence hall and participate in academic and service learning projects.

Responsibilities include: coordinate general office operations; process and maintain paperwork and records; coordinate administrative and technical support for faculty, staff and students in carrying out the mission and objectives of EcoHouse; coordinate promotion and publicity and effectively communicate information to cultivate partnerships across and beyond campus; assist faculty director in identifying and developing grant proposals or fundraising activities for enhancement of EcoHouse; maintain data and website; compose correspondence and compile data to assist with reporting and assessment of program activities; maintain databases and email distribution lists; assist in coordinating student applications and placements; guide and support students in service learning projects; coordinate student research and internship opportunities; plan and coordinate outreach programs, seminars, workshops or other events; may participate in first year experience course(s); assist in selection of, and work with, Resident Assistants (RAs) and Student Mentors who assist with courses; may hire, supervise, and train student support staff; coordinate and occasionally join students in activities such as educational hikes and field trips; and other duties as required.

Minimum Qualifications: Bachelor's degree in environmental science studies, sustainability or related area; three to five years related experience demonstrating considerable knowledge of administrative methods and functions; demonstrated ability to independently provide general program support; good interpersonal and organizational skills; good writing and communication skills; ability to work with minimal supervision and resolve problems efficiently, effectively and independently; good computer skills, including working knowledge of Microsoft Office, database management, and an ability to learn new software as necessary; may be required to work occasional evenings and/or weekends; and may be required to travel occasionally to regional campuses.

Preferred Qualifications: Experience working in field of environment and sustainability; demonstrated supervisory ability.

This position is a 12-month, end-date position, renewable annually based on the availability of funding.

Send letter of application, resume, undergraduate and graduate transcripts, and names of three professional references to: **Ms. Veronica Vernik; Center for Undergraduate Education; First Year Programs & Learning Communities; 368 Fairfield Way Unit 2232; Storrs, CT 06269-2232** or electronically to ronnie.vernik@uconn.edu. Include search number in all correspondence. Screening will begin immediately and continue until the position is filled. (Search #2009308)