

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	MDE-OST After School Program Coordinator
Location:	Multiple Locations
Department:	40000 - EIO BR Admin
Advertised Salary:	\$20.00 per hour
FLSA:	Non-Exempt
Temporary/Continuing:	Temporary
Part-Time/Full-Time:	Part-Time
Union Group:	N/A
Term of Position:	Less than 9 month
At Will/Just Cause:	Just Cause
Summary of Position:	The primary function of the Ferris State University MDE-OST After School Program Coordinator is to provide school-wide support for the school's STEAM program through the coordination, development, and delivery of STEAM initiatives in the after-school program. The coordinator collaborates with school personnel on STEAM activities and ensures that the initiatives are being implemented in alignment with the curriculum in the school districts' STEAM initiatives. The anticipated start date for this position is February of 2023. However, this is an estimated date and can be revised if needed.
Position Type:	Staff
Required Education:	At least 90 college credits from an accredited educational institution.
Required Work Experience:	A minimum of 3 years of experience working with youth, preferably grades K-8. Experience teaching or working with after-school programming or other youth programs preferred.

Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Lifting • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	
Essential Duties/Responsibilities:	<p>Collaborate on STEAM initiatives school-wide as part of the school's curriculum and the use of STEAM in the classrooms. Develop, coordinate and provide STEAM programming opportunities for students in the after-school program. Create educational STEAM opportunities for students through community outreach. Work with school leadership to encourage parent/guardian involvement. Assist in developing the end-of-school-year After School Program Community Engagement event. Maintain After School Program records and reports. Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members. Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Excellent communication skills. Ability to provide positive leadership. Strong technology skills. Ability to manage change. Ability to provide a high level of customer service. Ability to be innovative and creative.</p>

	Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial transcript 1
Optional Documents:	
Special Instructions to Applicants:	Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of college coursework. Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.
Initial Application Review Date:	January 27th, 2023
Open Until Position is Filled?:	Yes
Posting Close Date:	
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .