**Student Activities Coordinator:** Completion of three years of college, excellent organizational and leadership skills required. Experience working with high school students is preferred. Valid driver’s license (no moving violations for the past two years) is required. This position is residential, Sunday evening through Friday afternoon. Preference will be given to candidates who have personal experience with, or understanding of, the challenges faced by low income students who will be the first in their families to attend college.

**Sample Job Description**

1. Facilitate the following for residence hall:
   a) Create bulletin boards, post public information announcements, and post daily schedule,
   b) Organize and make available all recreation equipment,
   c) Encourage and facilitate clean-up of common areas (lobby, staff lounge, kitchen),
   d) Assist full-time staff with end-of-summer clean-up and organizing,
   e) Pack and see that all supplies and equipment in dorm are returned at the end of the summer,
   f) Monitor and collect student car keys on Sunday nights,
   g) Communicate with residence hall custodians and conference assistants as needed.

2. Assist in the daily pick-up of vans from Facilities Management for Career Experience and evening activities.

3. Coordinate health care matters when house manager is not available (transportation to and from hospital/doctor’s office), call parents as needed.

4. Assist in scheduling and planning of evening activities.

5. Assist with student check-in on the first day of the program and check-out on the last day of the program.

6. Coordinate all transportation including trip tickets, driving schedules, driver certification and vehicle reservations.

7. Supervise evening study sessions. Teach effective study skills and tutor participants in completing assignments.

8. Serve as an advisor.

**TO APPLY:** Send letter of application, transcript, resume, and contact information for two references to: Lynn Ploof-Davis, Director, UMF, Upward Bound, 238 Main St., Suite 1, Farmington, ME 04938, 207-778-7297, lynnp@maine.edu

The summer program begins June 22 and continues through August 7. Hiring begins immediately, applications accepted until all positions are filled.

**NON-DISCRIMINATION NOTICE:** The University of Maine at Farmington does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Kathleen Falco, Director of HR/Finance, 224 Main Street, Farmington, ME 04938, (207) 778-7280; (207) 778-7000 TDD.