

Job Posting Number	#####
Position Title	Program Coordinator: Black Male Teachers College (BMTC)
Class Title	
Regular or Contingent I	
Desired Start Date	01/04/2023 5hrs Per Week Part-Time
FLSA	Non-Exempt
Salary Range	\$2000.00 per year (\$1000.00 per semester)
Open Date	01/02/2023
Close Date	04/30/2023
Open Until Filled	Yes
	<p>Center Description The Center for Research and Mentoring of Black Male Students and Teachers (CRM-BMST) is a premier national leader that works to bridge research, theory, and practice related to Black male students, educators, and leaders. Professionals and students at BSU and other institutions comprise the CRM-BMST leadership team and develop and operate many programs and services for Black male students, teachers, leaders, and other stakeholders. The successful (PROGRAM COORDINATOR) candidate must develop a thorough knowledge and understanding of the CRM-BMST mission, vision, goals, objectives, programs, and services. They must maintain CRM-BMST standards for excellence by example, professionalism, and quality of work. The position is part-time.</p> <p>Duties and Responsibilities *The PROGRAM COORDINATOR hired is expected to work independently and collaboratively to help achieve the Center's goals and objectives, plan and implement its programs and services. The candidate must be able to multitask while supporting many stakeholders. This position will assist with the development of the BLACK MALE TEACHERS COLLEGE (BMTC). *The PROGRAM COORDINATOR should expect to be flexible in working in person, virtually, and hybrid and some evenings as the BMTC workload demands. *The successful PROGRAM COORDINATOR candidate must always deliver the highest quality of customer service, which includes but is not limited to:</p>

- Assist with the effective leadership for the Black Male Teachers College ensuring all, Mentors and Student participants are properly made aware of future, upcoming start/end dates and upcoming events.
- Provide good communication skills on the telephone, speaking, and writing and presentations materials.
- Ability to project a professional and positive image, understand, follow and communicate effectively, represent the CRM-BMST, and work with minimal supervision.
- Interact and communicate effectively with internal and external parties in a courteous and efficient manner.

*The PROGRAM COORDINATOR candidate will assist in the development of the Black Male Teacher College. The candidate will meet as needed with the Center leadership team or Center Asst. Director, program director and mentors.

*The PROGRAM COORDINATOR candidate will report to the Center Asst. Director and Program Director. Additionally, the PROGRAM COORDINATOR will assist with the following:

- Assist with the development of curriculum for Black Male Teachers College,
- Assist with the facilitation of BMTC Weekly planning meetings and Saturday Sessions
- Develop working relationship with Assist Director, Program Director & Mentors
- Assist with the Development and Growth the Black Male Teachers College Program
- Ensure all program materials are reviewed by leadership team prior to distribution.
- Complete duties as assigned by Center Assistant Director & Program Director

*This PROGRAM COORDINATOR candidate must have or develop a working knowledge of Bowie State University office locations and policies and the ability to assist students, mentors and staff with various needs (e.g., classes, advising, etc.).

Minimum Qualifications

Education	High School Diploma or GED required. Some college preferred.
Experience	Minimum one (1) year of experience providing support to student organizations.
Knowledge Skills and Abilities	

	<p>*Must be able to plan, organize, prioritize, and execute complicated and continuing assignments with limited supervision.</p> <p>*Demonstrate ability to maintain confidentially.</p> <p>*Must have good written, oral, analytical, and problem-solving skills. Must be task-centered with the ability to work independently and with a team. Evening and weekends may be required occasionally.</p> <p>*Must have knowledge and experience working with computer software packages, including but not limited to Google G-Suite, Microsoft Office 365 Suite applications (Word, Excel, PowerPoint) is required, and university, email, internet, and calendar software.</p>
<p>Conditions of Employment</p>	<ul style="list-style-type: none"> • Earned a 2.5 Cumulative GPA or above, • Obtained a minimum of 24 credit hours by the end of spring semester • Full-time undergraduate status • No judicial or residence life infractions • Demonstrated strong leadership skills and • Ability to commit to full year of academic service <p>Please be advised that COVID-19 vaccinations are required for faculty and staff to be employed at Bowie State University.</p> <p>Prospective employees may request a waiver.</p>
<p>Quick Link</p>	<p><u>Center for Research and Mentoring of Black Male Students and Teachers</u></p>