

**2017 MONTANA APPRENTICESHIP PROGRAM (MAP)
PROGRAM COORDINATOR POSITION**

APPLICATION REVIEW BEGINS MARCH 13, 2017

**MONTANA STATE UNIVERSITY – BOZEMAN
EMPOWER PROGRAM, COLLEGE OF ENGINEERING
PO Box 173820 • BOZEMAN, MT 59717-3820
(406) 994-5567**

Start Date: JUNE 12, 2017

End Date: JULY 28, 2017

Salary: \$6,000 + benefits, housing and all meals

NOTE: The first work week (JUNE 12-16) of the MAP Coordinator position is from approximately 8:00am to 5:00pm. This work period is used for **required** staff training and program preparation activities.

The **Montana Apprenticeship Program (MAP)** is a six-week, summer college preparatory and “STEM” (science, technology, engineering, math) immersion program for Montana students entering their junior or senior year of high school. MAP provides a pre-college experience, academic coursework, field trips, and other enrichment activities at MSU-Bozeman. For more details, visit: <http://www.montana.edu/airo/map/>

DUTIES AND RESPONSIBILITIES: The MAP Program Coordinator is responsible for managing all activities of MAP and reports directly to the Empower Program director in the MSU College of Engineering. The Coordinator works for a period of seven (7) weeks (JUNE 12-JULY 28) and will:

1. Live in MSU dormitory as onsite student supervisor during 6-week student program (June 18 – July 28, 2017);
2. Oversee supervision, safety, and guidance for up to 20 high school students;
3. Oversee up to four Residential Advisors (RAs);
4. Work five full weekends during the summer program and on Sunday, June 18 (students' arrival);
5. Coordinate staff and student schedules;
6. Schedule academic enhancement speakers/special presentations;
7. Communicate and coordinate with MSU faculty and staff as needed.
8. Organize weekend activities and excursions on/off-campus;
9. Assist with weekday field trips and lab activities, as needed by MAP academic instructors;
10. Oversee preparation of weekend meals, weekend logistics coordination, and camping accommodations.

ELIGIBILITY:

Required Qualifications:

1. Progressive experience supervising, mentoring and/or teaching high school students;
2. Experience supervising staff (camp counselors, residential advisors, instructors, etc.)
3. Experience coordinating student enrichment activities and/or experiential education programs;
4. Bachelor's degree;
5. Valid driver's license and clean driving record.

Preferred Qualifications:

1. Experience working with and/or mentoring underrepresented minority students;
2. Experience working with and/or mentoring high school students who are first in family to attend college;
3. Knowledge of Montana Indian tribes;
4. Experience leading outdoor group activities (camping, hiking, river floats, etc.)
5. Prior training in First Aid/CPR (MSU training will be provided.)

The Successful Candidate will possess 1) excellent leadership, organizational, and group motivational skills; 2) demonstrate excellent verbal, written, and interpersonal communication skills; 3) have the proven ability to work effectively in a team environment and independently; 4) possess a high level of motivation and self-initiative; 5) appreciate the value of and have a strong commitment to inclusion and diversity; 6) and have knowledge of American Indian cultures.

Application Procedure **Screening of applications begins March 13, 2017.** Applicants should submit a letter which addresses each of the required and preferred qualifications, a current résumé, and three professional references, with the names, titles and current contact information for each reference.

Applicants may electronically submit or mail applications to:

Montana Apprenticeship Program
PO Box 173820
Montana State University
Bozeman, MT 59717-3820
ATTN: MAP Coordinator position

OR email PDF of application to amy.stix@montana.edu

In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background and driver record check.