

Regis University Master of Development Practice is hiring a Program Coordinator to help support and guide this international graduate program, part of the dynamic community of the Posner Center for International Development, located in Denver’s historic Five Points neighborhood. The Regis MDP is an innovative degree that contributes to the sustainability of our planet and to the health and well-being of communities in the U.S. and overseas. Classes use virtual-visual conferencing to bring students from around the world together to discover truly global solutions to development challenges. The MDP community is tight-knit and collaborative, and the Program Coordinator position is key to our collective success.

## JOB DESCRIPTION –

**Job Title:** Program Administrator

**Position No.:** P103524

**Department:** Development Practice Program, History and Politics, Regis College.

**Location:** Posner Center for International Development in historic Five Points, Denver

**Date:** July 2021

**Supervisor:** Program Director

**Revision Date:** May 5, 2021

## JOB SUMMARY:

This position works with the Development Practice Director to drive the administrative functions of the DP program. This position is the DP program liaison to Regis University’s administrative units and select internal and external programmatic partners. Creatively and logistically supports the development of the program in terms of culture, curriculum and student, faculty, and staff resources. This position requires strong organizational, interpersonal, administrative, creative, outreach, and collaborative skills, as well as considerable initiative in identifying and addressing operational, cultural and general support needs. The DP Program Coordinator must engage in the mission, vision, and values of Regis College and Regis University and contribute to its culture of academic rigor, global service, and *cura personalis*.

## Working at Regis University

As Regis employees, we each have a responsibility to perform our work in alignment with the mission of the University, especially with its Catholic and Jesuit values. All employees are expected to both contribute to and strengthen the university’s culture of respect, inclusion and equity for all members of our community.

## MAJOR DUTIES and RESPONSIBILITIES:

1. Provides program support for student recruitment, enrollment, and financial awards

2. Provides program support for student retention
3. Logistical and technical support for DP faculty, staff, and students in navigating university and academic systems, including managing classroom tech support personnel
4. Coordinates program-related event planning and management
5. Manages the DP Alumni Relations Intern, and otherwise promotes alumni engagement
6. Primary liaison with University departments managing admissions, academic records, finance and marketing
7. Develops and manages procedures and protocols for effective administration of the program.
8. Promotes development sector engagement and academic engagement through the Global Association of MDP Programs
9. Supports development of program partnerships

**MINIMUM REQUIREMENTS:**

**Education:**

Bachelor's degree, from an accredited institution of higher education.

Prefer Master's degree in a relevant discipline.

**Experience:**

Minimum of three years exempt level experience in related environment.

Experience in international development preferred. Experience in student support or academic administrative systems preferred.

**Compensation:**

Between \$42,000 and \$48,000

Full benefits package, including health insurance, retirement plan and tuition benefits.