

POSITION DESCRIPTIONS

Job Title: Program Coordinator

Nature of Work: Program Coordinator will be responsible for coordinating and implementing the various activities of mental health awareness project called “We Are One -ASU”.

Illustrative Examples of Work:

1. Organize and plan mental and emotional wellbeing activities on campus
2. Work with peer educators, SGAs, and other campus gatekeepers
3. Schedule activities for each week, month, and semester
4. Develop materials for social marketing campaign to improve awareness on mental health, suicide prevention, reduce stigma, and increase help seeking behavior among students
5. Maintain confidential information on program participants.
6. Assist the project director and evaluator in preparing reports
7. Work with campus and community partners in implementing project goals and objectives
8. Communicate and work with various stakeholders
9. Willing to travel and work on a flexible schedule.
10. Survey Administrations

Desirable Training and Experience:

A Master’s degree in education, behavioral sciences or related field with experience in working with at-risk youth in community or education setting assisting students or youth. Prior knowledge in prevention including theory and practice is desired. The candidate must have sound experience with computer software programs, including MS Word, Excel. Must have strong oral and written communication skills and the ability to effectively lead small and large groups of students.