

Position Description for FYRES Coordinator

Reports to: Deanna van Dijk

Job Purpose: Coordinate activities and data collection for the First-Year Research in Earth Sciences (FYRES) program during the academic year.

Primary Responsibilities:

1. Provide logistical support for course (GEO 181) and FYRES mentor program, including reserving rooms and vehicles; scheduling interviews or meetings; coordinating special events, guest speaker activities or site visits; ensuring supplies are available; and related tasks.
2. Assist with data collection and storage for FYRES evaluation, including careful filing of IRB forms; collecting and saving copies of student and mentor journal submissions, pre/post-test responses, audio files from interviews, and other evaluation materials; and keeping track of completed and upcoming evaluation tasks.
3. Maintain confidentiality of files and information, particularly pertaining to evaluation materials collected from students and Mentors.
4. Coordinate the storage and distribution of results of FYRES dune research activities, including photos, data, reports, posters, presentations, etc.
5. Create and update materials on the FYRES website (www.calvin.edu/go/fyres).
6. Work on public relations and marketing for the FYRES program including materials such as bookmarks, brochures, posters, and displays.
7. Work on recruiting students to FYRES 2020 and implement the online application process in Spring 2020 including organizing, saving and responding to applications as they come in.
8. Work on recruiting students to be FYRES Mentors for 2020-21, including advertising positions and implementing the online application process in Spring 2020.
9. Support FYRES research activities as time and interests permit, such as transcribing interviews and analyzing collected data.

Necessary Skills, Abilities, and Qualifications:

1. Prior experience with the FYRES program is a plus, such as experience as a FYRES student or FYRES Research Mentor.
2. Must be in good academic standing with an overall GPA of 2.8 or above.
3. Must be able to communicate effectively.
4. Must be organized and detail-oriented, with an ability to follow directions for implementing required tasks.
5. Must be courteous, prompt, dependable, honest, and able to maintain confidentiality.

Wage Level: \$10.25 per hour.

Length of Employment: Fall and Spring semesters 2019-2020 (and interim if available)

Hours: 7-10 hours per week as arranged with supervisor.