The T.A.G. Program Coordinators help plan and facilitate program activities, as well as T.A.G. Leader selection, training, and supervision, and assist with all aspects of the New Student Orientation program. One or two previous T.A.G. Leaders are selected in the fall to serve Spring Semester 2013 through Spring Semester 2014. The responsibilities of the T.A.G. Program Coordinators are carried out in conjunction with the Associate Dean for Student Success. A scholarship for 9% of tuition is awarded for leadership and is dispersed Fall Semester 2013 and Spring Semester 2014.

Responsibilities

- Work cooperatively with T.A.G. Program Coordinator partner, Associate Dean for Student Success, and other Student Development staff in and out of the office.
- Help plan, develop, and facilitate Spring and Fall Semester T.A.G. Program Staff Trainings.
- Help supervise the T.A.G. Leaders by providing support, advice, direction, and motivation.
- Meet individually with T.A.G. Leaders throughout the semester.
- Meet weekly with the Associate Dean for Student Success.
- Help plan agenda and facilitate monthly T.A.G. Program Staff meetings.
- Collect and review First Week Feedback Forms, T.A.G. Group Activity Program Reports, T.A.G. Group Faculty Sponsor Monthly Contact Forms, T.A.G. Group Member Contact Forms, and F.Y.I. Forms. Follow up with T.A.G. Leaders regarding reports/forms as necessary.
- Help plan, facilitate, and evaluate Fall and Spring New Student Orientation.
- Correspond with T.A.G. Leaders over the summer break.
- Help plan and facilitate T.A.G. Program Staff social activities.
- Coordinate T.A.G. Leader Appreciation Week and Recognition Night.
- Maintain eight weekly office hours in the Office of Student Success.
- Help maintain T.A.G. Program and New Student Orientation supply/material inventory.
- Serve on the New Student Orientation Advisory Committee.
- Attend one T.A.G. Program Weekly Dinner for each T.A.G. Group (divided between T.A.G. Program Coordinators).
- Serve as Spring T.A.G. Leaders in the event none are selected from past T.A.G. Leaders.
- Assist in the development of program evaluations, conduct evaluations, evaluate data, and prepare reports for Spring and Fall T.A.G. Program Staff Trainings, New Student Orientation, Intercultural New Student Orientation, Mission Organization Student Centers New Student Welcome Dinner, T.A.G. Masquerade, and T.A.G. Group Faculty Sponsor Program.
- Other duties and additional time requirements as assigned by the Associate Dean for Student Success.

Skills Needed

- Administrative Ability—Work behind the scenes to prepare for T.A.G. programming and to maintain the effectiveness of the T.A.G. Program.
- Writing Skills—Ability to effectively edit and proofread received materials. Also, the ability to effectively correspond with others in written form.
- Computer Skills—Being able to proficiently update, maintain, and create documentation using computer software such as Excel, Microsoft Word, Publisher, and PowerPoint.
- Initiative—Always challenging the status quo and leaving the position better than you found it.
- Teachability—Being able to learn new skills and to be refined by criticism and feedback regarding your work.
- Design—Ability to create new designs, logos, images, or documentation as necessary.
• Time Management—Being able to prioritize, structure, and schedule one’s time to most efficiently and thoroughly accomplish tasks as they are assigned.
• Motivation—Making others more involved by creating an atmosphere of excitement to evoke the most effort out of T.A.G. Leaders.
• Teamwork—Easily and effectively work with others to obtain results.
• Supervision—Oversee, inform, and direct the work of T.A.G. Leaders and to provide recognition and support of good work.
• Strategize—To plan and develop long-range solutions, concepts, or ideas that most effectively accomplish objectives.
• Planning/Organization—Evaluate programs to look at intentionality and defining goals and objects so that the T.A.G. Coordinator can best assist in the development of projects or programs.
• Presentation Abilities—Being able to inform and present information to individuals and large and small groups.
• Maintain Records—Keep files and records organized, up-to-date, and accurate.

Important Dates

• T.A.G. Program Coordinator Applications Due, Fletcher-Early 103—Friday, October 12, 2012, 5:00 p.m.
• T.A.G. Program Coordinator Interviews—Friday, November 2, 2012
• T.A.G. Leader Interest Meeting and Applications available, Gray Room—Tuesday, November 28, 2012, 6:00 p.m.
• T.A.G. Leader Applications Due, Fletcher-Early 103—Friday, December 7, 2012
• Return to campus for Spring New Student Orientation—Tuesday, January 1, 2013; begin working Wednesday, January 2, 2013
• T.A.G. Coordinator Retreat with Associate Dean for Student Success and Intercultural Programs—(date and time TBD)
• T.A.G. Leader Group Interviews and Selection—Week of January 14 – 18, 2013
• T.A.G. Program Staff Spring Training I—Saturday, February 23, 2013
• T.A.G. Program Staff Spring Training II—Friday, April 5 – Saturday, April 6, 2012
• Fall Training III and NSO Preparation at end of spring semester finals week and week after—(dates TBD)
• Return to campus for T.A.G. Leader Fall Training and Fall New Student Orientation Preparation—TBD
• T.A.G. Program Staff Training—TBA
• Fall New Student Orientation—TBA
• Return to campus for Spring New Student Orientation—TBA
• Spring New Student Orientation—TBA

Agreement

I understand the responsibilities of being a T.A.G. Program Coordinator and agree to fulfill the position to the fullest of my abilities with dedication, enthusiasm, and love.

___________________________________________  _____________________________
Signature                                      Date