COLORADO ALLIANCE FOR MINORITY PARTICIPATION
CO-AMP

SITE COORDINATOR JOB RESPONSIBILITIES

Site Coordinators drive the success of CO-AMP activities at each participating institution.

Site Coordinators:
• serve as the contact persons between institutions and CO-AMP
• provide leadership at institutions
• oversee the implementation of CO-AMP activities at institutions

All Site Coordinators provide the following to CO-AMP Management:
• manage and monitor the allocation of the CO-AMP funds
• prepare requested reports using the NSF WebAMP program; reports include:
  • baseline data
  • semester progress reports
  • year-end report
• provide data as requested, including:
  • profiles of students involved in CO-AMP activities
  • students receiving Associate and Baccalaureate degrees
  • student follow-up (i.e. transfers, drop outs, graduate school acceptance)
  • descriptions and results of program activities
• oversee internal evaluation to achieve performance and effectiveness

Site Coordinators provide the following (as appropriate) for their institutions:
• establish an Institutional Advisory Committee for the CO-AMP program with STEM Deans, Department Chairpersons, campus advisory groups, government/industry representatives, and students
• liaison between CO-AMP activities and their institution’s CO-AMP students
• create awareness of CO-AMP programs and activities with administrative, teaching, and staff personnel
• create opportunities of interaction between their institution’s faculty and students
• publicize CO-AMP programs, activities, and opportunities to potential students and collaborative programs
• participate in recruitment activities at feeder institutions (i.e. high schools, community colleges) in conjunction with admission offices and other academic departments and colleges