

**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