

**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