

Coordinator, Campus Team Position Description

1. Working with the Campus Team Leaders, oversee campus classes, labs and activities involving TigerLIFE students (including TigerLIFE classes, U of M classes, internships, lunches and social inclusion activities) to assure accountability for all campus-based program components
2. Supervise and coordinate with the campus-based team leaders: Instructional, Academic Counseling, Behavioral and Internships/Practicums – create accountability processes to assure they are providing the necessary leadership for their teams and the teams are fulfilling the expectations
3. Collaborate with Transition specialists with academic counseling, class scheduling and transition planning for each student
4. Collaborate with the Coordinators to assure student internships and externships are appropriate for the student
5. Coordinate instructor and staff schedules to assure adequate supervision for all scheduled TigerLIFE classes, internships, activities and UofM audit classes each day
6. Manage conflicts, solve problems and troubleshoot issues that may arise with TigerLIFE students and/or staff on campus
7. Respond to all emergency situations reported by TigerLIFE or UofM staff or campus officials
8. Work to assure appropriate continuing education requirements are met for all staff including clinical staff
9. Advocate for the “person-centered” approach with all staff persons and provide training as necessary to assure this approach
10. Work with the behavioral team leader to develop and deliver staff training modules
11. Submit all reports and documentation in a timely manner
12. Work collaboratively with all UMID/TigerLIFE teams
13. Additional responsibilities as assigned
14. Adhere to all UMID/TigerLIFE Policies and Procedures

Coordinator, Campus Team Position Qualifications

1. Master's degree required in special education, education, rehabilitation services, counseling or related field
2. Five (5) year's work experience in a supervisory position preferably in a non-profit, government, educational or community organization
3. Leadership skills including ability to hold others accountable
4. Knowledge of and experience with adults with disabilities
5. Self-starter, works independently, task oriented, multi-tasking, creative problem-solver, clear, concise verbal and written communications, organized, responsive to requests with timely follow-up
6. This is a temporary, full-time position (37.5 hours per week)