

Campus Coordinator Responsibilities

The campus coordinator acts as the participating college or university's Kids2College® representative by assuming responsibility for its implementation. The campus coordinator works closely with the classroom teacher at the partner schools and the statewide coordinator.

Responsibilities:

1. Maintain regular contact with the Kids2College Statewide Coordinator for assistance or guidance.
2. Act as liaison between local schools and statewide coordinator.
3. Encourage local schools to apply for the program.
4. Maintain contact with teachers for schedule coordination, and to ensure students are on track with curriculum and survey completion.
5. Coordinate the college visit and identify staff instructors and college students/staff to volunteer and assist with the program. This campus visit should include a tour, age-appropriate hands-on activities/classes, and lunch.
6. Work with teachers to arrange Lesson 5 Career Panel and identify 3 volunteer panelists per class.
7. Optional: Make classroom presentations about postsecondary options in Lesson One the admissions process in Lesson Three, and financial aid in Lesson Four (if time permits).
8. Work with schools to ensure they arrange event transportation for the campus visit.
9. Prepare backpacks and promotional materials for distribution at event.
10. Send prepared press release to local media and alert ACPE to any related press coverage.
11. Participate in a follow-up evaluation questionnaire, planning and feedback meetings.