



**Program Coordinator – Higher Education and Student Affairs Administration**  
*Admissions, Student Services, and Alumni Engagement*

2023 - 2024 Opportunity

**Admissions and Recruitment**

- Act as an ambassador of the HESAA program with prospective students who are at all stages in the admission process
- Working collaboratively with graduate admissions on recruitment events
- In concert with the program director, responsible for the logistics and operations for Assistantship Day including marketing, communication, set-ups, day schedule, social events, housing information, and campus tours

**Alumni and Friends Engagement**

- Work collaboratively with the Office of Institutional Advancement to ensure HESAA program alumni contact information is up to date in their data management system and ensure that the HESAA alumni webpage displays their current positions in higher education
- Coordinate networking events for alumni, students, faculty, and supervisors with the purpose of connecting individuals for internship opportunities and career advancement (e.g. Holiday Happy Hour, Career Panels, Conference Social)
- Create and distribute a quarterly alumni and friends e-newsletter to give program updates, alumni highlights, and professional development opportunities
- Execute a fundraising plan for the annual Canisius giving day to support the HESAA Fund which provides opportunities for professional development
- Monitor the CSPA/HESAA Alumni Facebook group of job opportunities, program updates, and career highlights

**Administrative and Marketing Communications**

- Assistant with the annual internship fair co-sponsored by Buffalo State College HESAA
- Assist with all administrative responsibilities for conference attendance including membership, registration, and travel accommodations
- Responsible for the marketing of the program through social media channels including twitter, Facebook, Instagram, and LinkedIn
- Work collaboratively with the program director to coordinate annual program events such as new year welcome and graduation awards reception
- Manage the day-to-day budget and tracking expenses and fundraising
- Assist with the ordering and distribution of program textbooks through the Canisius bookstore
- Facilitate all student registrations for *The Chronicle* and a student affairs conference (such as NASPA)
- Create and distribute the annual resume booklet for the graduating cohort to alumni and friends of the Canisius HESAA program

- Other duties as assigned

**Qualifications:** Bachelor's degree and admission to the Canisius College Higher Education and Student Affairs Administration (HESAA) program required.

**Supervisor:** Dr. Mark Harrington, Assistant Professor/HESAA Program  
Director **Hours per Week:** 25 Hours/Week

**Compensation:** 18 Credits Tuition Waiver/year (6 courses)

**Start and End:** August 2023 – May 2024