MES Overview of Tasks and Needs

2/25/16

Regular Tasks

1. Marketing and Recruitment
	1. Sending monthly emails to inquiries; other contacts
	2. Appointments
	3. Info sessions
	4. Tabling
	5. School visits
	6. Outreach on various listservs, websites, AmeriCorps groups, etc
2. Supervision of 5 student staff
	1. 3 ambassadors (1 year position, 3 hours/week, academic year)
		1. Weekly phone calls
		2. Regular meetings
		3. Scheduling them for events and appointments
	2. Office Asst (2 year position, 19 hours/week, including summer)
		1. Training first few months of position
		2. Data entry of inquiries
		3. Updating contacts
		4. Sending out materials to prospective students/contacts
		5. Event support
			1. Catering
			2. Room reservations
	3. Communications Asst (2 year position, 10 hours/week, academic year)
		1. Training first few months of position
		2. Update FB, Twitter, Instagram regularly
		3. Blog posts weekly
		4. Quarterly one pager
3. Student Services
	1. Advising and Counseling
	2. MES Policies
	3. Registration
	4. Financial Aid
	5. MESA Advising
4. Admissions
	1. Banner entry
	2. Online application
	3. Making files
	4. Calculate GPA
	5. Admission letters/emails
	6. Reminding people what’s missing
	7. Tracking conditional/provisional (after admission)
5. Financial Aid
	1. Awarding
	2. Updating application
6. Events
	1. Graduation
	2. Orientation
	3. Admitted Students Day
	4. Rachel Carson (MESA plans)
	5. Random Environmental Events
	6. Thesis Fair
7. Academics
	1. Faculty contracts/hiring
	2. Field trip/speaker/reimbursement paperwork

Needs

1. Alumni
	1. Track alumni
	2. Interact with alumni
	3. Record alumni job attainment
2. Internship Coordination
3. Fundraising for scholarships/research support
4. Maintain/update contact lists
5. Joint program advertising