SUMMET Activities Coordinator

June 2 – 28, 2014

The SUMMET Activities Coordinator is a student hired to design an activities schedule for the SUMMET participants. The arranged activities are to take place on and off campus. This position will work closely with the SUMMET Coordinator(s) and Academic Coordinator to fulfill their duties and will need to be available the week prior and for the entire SUMMET duration (June 2 – 28, 2014).

Responsibilities:
1. Create an activities schedule that will engage SUMMET participants
2. Contact appropriate CSM sources to ensure proper space is available for campus activities
3. Make arrangements with local industries for tours/activities (educational or recreational)
4. Organize at least 1 community service project
5. Ensure final confirmation/contacts have been made with organizations hosting a SUMMET activity
6. Attend all SUMMET activities on and off campus as a chaperone
7. Perform other duties as assigned by SUMMET Director(s) and Academic Coordinator

To apply for the SUMMET Activities Coordinator please apply with the on-line application and have the following items, in one document, ready to attach:
- Cover Letter
- Resume
- References
- Unofficial Transcripts

For more information please contact:

Louisa Duley
Assistant Director of Admissions
303-273-3973
lduley@mines.edu