

THE UNCF/MELLON CAMPUS COORDINATOR

The UNCF/Mellon Campus Coordinator is a central figure on campuses where there are **three or more** UNCF/Mellon undergraduate fellows. The coordinator serves as a primary link between the UNCF/Programs office and faculty and undergraduates on her/his campus. It is expected that the campus coordinator will promote UNCF/Mellon Programs and will serve as a primary recruiter for the undergraduate fellowship and faculty career enhancement programs. More specifically, the UNCF/Mellon Programs Coordinator is expected to:

- Advertise for the Programs (e-mails, faculty meeting presentations, department meeting presentations, etc);
- Assist with the identification of faculty mentors;
- Work with the campus mentors to coordinate events for the undergraduate fellows;
- Assist the Programs Office with tracking of the post-graduates plans of their undergraduate fellows;
- Work with campus mentors to make sure undergraduate fellows are receiving proper guidance and mentoring;
- Assist the office of Provost or Chief Academic Officer with the identification of faculty for the Faculty Doctoral, Faculty Residency and International Seminar Programs;
- Review campus applications to make sure they meet the eligibility requirements of the Mellon Programs;
- Attend annual UNCF/Mellon Programs Conference;
- Attend annual MMUF Coordinators' Conference;
- Assist the UNCF/Mellon Programs Office with site visits.