AI Program Coordinator

higheredjobs.com/search/details.cfm

Location: Fort Lewis College, Durango Colorado

Position Summary:

The AI Program Coordinator provides essential operational and administrative support to advance the mission of the Fort Lewis College AI Institute as the hub for artificial intelligence innovation in the Four Corners region. This role combines event coordination, project management, administrative responsibilities and some program development to ensure smooth operations of community engagement initiatives and the AI Incubator program. The coordinator serves as a key liaison in managing day-to-day project tracking, stakeholder communications, marketing, and logistical coordination that enables the Institute to foster innovation, collaboration, and progress in AI applications.

Job Description:

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Community Engagement & Event Support

- Coordinate logistics for community workshops, meetups, and other institute-hosted events
- Manage event setup including room preparation and audio/visual equipment
- Provide on-site support during events to ensure smooth execution

Campus Initiatives & Program Development

- Maintain the AI Use Case Library showcasing practical applications across disciplines
- Maintain AI 101 training materials to keep information up to date and develop new content as needed

AI Incubator Program Management

- Serve as the primary point of contact for funded incubator projects
- Manage the workflows for funded projects with key internal stakeholders
- Schedule and lead onboarding meetings for all funded applications
- Coordinate stakeholder communications throughout the project lifecycle

Manage Interns

- Schedule and facilitate regular check-in meetings with Junior AI Analysts
- Track and monitor Junior AI Analyst work hours and timesheet submissions
- Coordinate Junior AI Analyst assignments and project allocation

Budgeting

- Track and monitor the AI Institute budget through Workday
- Monitor spending for AI Institute events, Elevate AI Incubator projects, and general operations
- Collaborate with the Executive Assistant to the Provost to ensure accurate budget allocations for the AI Institute

Contract & Documentation Management

- Assist in drafting Memorandums of Understanding (MOUs) tailored to specific project requirements
- Track MOU status progression through all phases: drafted, reviewed, finalized, and signed
- Initiate and track payments
- Maintain organized records and documentation systems for all projects

Marketing & Content

- Provide communications staff with key information that aids in the development of content for the institute

- Coordinate with other personnel on posting content to key channels such as LinkedIn and the institute's website

General

- Support the Director of the AI Institute with various administrative tasks as needed
- Assist with Institute operations that advance community building and regional partnerships
- Maintains knowledge and awareness of digital accessibility including the American with Disabilities Act and Section 508
- Produces and remediates digitally accessible materials in accordance with FLC standards
- Perform other duties as assigned

Required Education, Specialized Skills and Experience:

* Bachelor's degree in any field

* 2 or more years of experience with project management in any capacity or context

* Strong written and verbal communication skills

* Self-starter mindset with comfort operating in ambiguous situations

* Ability to work independently with minimal supervision and maintain self-motivation

* Flexibility to shift focus and adapt priorities as organizational needs evolve

* Proficiency with Microsoft Office suite (Word, Excel, PowerPoint, Outlook)

* Experience using generative AI tools such as Claude, ChatGPT, Gronk and Perplexity

* Enthusiasm for artificial intelligence and commitment to staying current with field developments

Preferred Education, Specialized Skills and Experience:

- Proficiency with Mac OS in addition to Windows environments
- Experience with project management tools such as Asana, Basecamp, or Trello
- Experience with the design tool such as Canva
- Previous experience maintaining documentation systems or records

Reports To / Supervisory Responsibility:

Who does the employee report to? Manager, AI and Analytics

Who will report to the employee? Junior AI Analysts

Work Environment:

The work environment characteristics described here are representative of those that an employee can expect while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required

Compensation

The salary range is $51,000 to $56,500 per year, plus a comprehensive benefits package.

Application Process

A complete application packet includes:

- **Cover letter addressing interest and qualifications for the position**
- **Resume**
- **Names and contact** information for three current, professional references

Application Deadline

Application materials received by 11:59 p.m. on February 15, 2026, will receive full consideration.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.

About Fort Lewis College:

On a sage-brushed mesa overlooking downtown Durango and the La Plata Mountains, Fort Lewis College is Southwest Colorado's premier public undergraduate research institution. With more than half of the 3,300 students identifying as people of color, FLC's academic programming and campus life thrive on nurturing safe, diverse spaces for intellectual exploration and helping people achieve their career goals. A Native American-serving, Non-Tribal Institution, FLC is committed to promoting economic development in neighboring tribal communities and connecting students with the education they need to be the change in the world they want to see. Degree programs span the arts, business, education, health sciences, humanities, and social and natural sciences. Coursework builds on the natural, cultural, and historical resources found around the Four Corners region. Students work closely with faculty on research projects with real-world implications. Like the mountain town it resides in, FLC promotes a culture of work-life balance for students, faculty, and staff. Skyhawks enjoy unparalleled access to a healthy outdoor lifestyle thanks to 300 days of sunshine a year and more than 300 miles of hiking and biking trails in and around Durango

Notice to Prospective Employees:
The Fort Lewis College is required by the Clery Act of 1990 to notify prospective employees, current employees, students and applicants where to access our Campus Security Report. The report is updated and published annually in accordance with the Higher Education Amendments of 1998, Federal Student Right-to-Know, the Federal Drug-free Schools and Campuses Act of 1989. This report contains information about:

- Fort Lewis College's alcohol and other drug policy
- Sexual assault policy
- Campus security policies
- Campus/community resources
- The Colorado Riot Offense Statute restriction on enrollment
- Where to find registered sex offender information
- Crime statistics for the previous three calendar years
- Reporting crimes

The Campus Security Report can be accessed in two ways:
By going to the internet website at: www.fortlewis.edu/AnnualSecurityReport Fort Lewis College Student Affairs Office will also provide a paper copy of the annual security report upon request. You can reach them at (970) 247-7331.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, sex*, disability, sexual orientation, gender identity, gender expression, family or domestic status, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment. To file a report, get resources, read policies, or make an appointment, See www.fortlewis.edu/CARE.

Discrimination Questions?

Office of Compliance and Community Standards
David Pirrone, Director of Compliance
210 Berndt Hall
1000 Rim Drive
Durango, Colorado 81301
(970) 247-7182 djpirrone@fortlewis.edu

Questions about Title IX sex discrimination?
Office of the Title IX Coordinator
Madeleine Gillman, Assistant Director of Compliance and Title IX Coordinator
210 Berndt Hall
1000 Rim Drive
Durango, Colorado 81301
(970) 247-7049 mgillman@fortlewis.edu

Information about Fort Lewis College's alcohol and drug policy, sexual assault policy, campus security policies, campus crime statistics, fire safety procedures and fire statistics, and campus/community resources can be found in the Annual Security and Fire Safety Report. Hard copies are available upon request.

* Title IX of the Education Amendments of 1972 and Part 106 of the Code of Federal Regulations (CFR) prohibit discrimination on the basis of sex, including in admission and employment. Inquiries about the application of Title IX and CFR 106 to Fort Lewis College may be directed to FLC's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights of the Department of Education.

ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.