

Assistant Coordinator for Master of Applied Positive Psychology (MAPP) program at UPenn

The Positive Psychology Center at the University of Pennsylvania is now hiring an [Assistant Coordinator](#) for the Master of Applied Positive Psychology (MAPP) program. The Assistant Coordinator will provide administrative and logistical support for MAPP. Duties include: coordinating aspects of the application and admission processes; fielding questions from applicants; organizing the logistics of classes; managing the classroom environment at on-site weekends and program-related events; organizing meetings for current and prospective students; serving as a point of contact for students' logistical concerns; updating and maintaining program performance data as appropriate; and handling inquiries to the master's program. This position reports to the Program Coordinator of the MAPP program.

Full position and application details can be found at the link above. Applications must also be submitted through that webpage.