STUDENT INVOLVEMENT AND LEADERSHIP COORDINATOR

Division: Student Engagement

Reports To: Assistant Vice President and Dean of Students

Position Summary: The Student Involvement Coordinator provides leadership and support to and for North Park University student leaders, student activities, clubs, and registered student organizations, particularly in the areas of event planning & execution, budget management, leadership development and policy compliance. As coordinator, the person will work directly with student government in a co-advisor role. This role will facilitate students’ efforts to provide a balanced program of social activities that is consistent with the University’s distinctives and educational mission.

Essential Responsibilities

- Provide strategic direction, support and guidance for Registered Student Organization with regards to all aspects of event planning and management
- Update, assess and distribute a yearly Registered Student Organization (RSO) Handbook
- Provide yearly training to RSO student leadership and RSO advisor covering leadership development, event planning, budget and funding process, University risk & liability and policies.
- Co-advises Student Government Association (SGA)
  - Provides leadership to SGA treasurer and financial committee, regarding allocation of SGA funds, RSO budget process and financial documents.
  - Provides guidance to the SGA Social Event Coordinator in planning a robust calendar of student activities which include key campus programs such as Cram Jam, Viking Fair
  - Attend SGA meetings and SGA executive board meetings as scheduled.
- Assist in the planning and execution of Threshold, our new student orientation program at the start of fall and spring.
- Organize joint programs and events with other departments in Student Engagement and across campus
- Maintain a social media presence and coordinate strategies and outreach for the office
- Manage and update the University’s student activities and campus involvement webpages
- Manage and provide training to the campus on the campus student engagement platform, myNPU-Engage
- Develop student learning outcomes and conduct assessment and evaluations of those student learning outcomes for Student Activities programs and events
- Collaboratively develop and implement programs and initiatives that foster an inclusive student community; foster communication and collaboration between and among students, the staff of Division of Student Engagement and relevant programs and operations at North Park University
- Supervise, train and assign duties to student worker(s)

**Essential Qualifications**

- A bachelor’s degree; a master’s degree is strongly preferred.
- A commitment to, and appreciation of, the Christian mission of North Park University.
- Two years of direct higher education experience, inclusive of graduate assistantship,
- Sensitivity to multicultural and gender issues and support for diverse and underrepresented populations.
- The ability to effectively communicate with students, parents, administrators, faculty and staff members, and outside constituencies.
- Must be able to work well under pressure, work independently, take initiative and oversee a variety of projects simultaneously.
- Possess a high level of professionalism and maturity.
- Driver’s License recommended
- Ability to work evenings and/or weekends as required

**Effective Date:** March 2020

**Application Deadline:** April 30, 2020

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*