

## Graduate Coordinator – Involvement

### Center for Student Involvement Student and Campus Life Team

#### Position Summary

Under the direction of the Assistant Director of Involvement in the Center for Student Involvement (CSI), this position supports the mission of the Student and Campus Life Team to facilitate students' development as ethical leaders and as agents of change.

The Graduate Coordinator (the Coordinator) will co-advise an organization with the Center for Student Involvement and be responsible for developing programs and resources to support students' leadership formation. As part of the Student Involvement team, the Coordinator assists in the leadership, strategic planning, assessment, and overall direction of CSI.

#### Anticipated Learning Opportunities

Aligns with SDA Learning Outcomes:

- Understanding students and student issues.
- Adapting student services to specific environments and cultures.
- Utilizing assessment, evaluation, technology, and research to improve practice.

#### Essential Responsibilities

Organization Advising (50%)

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- o Provide guidance for large and small-scale events and marketing, graphic design for those events.
- o Coordinate assessment and evaluation efforts of events.
- o Attend events as available (will include night and weekend responsibilities)

Club Support (40%)

- o Administer training/workshops for our diverse club community.
- o Provide support with club registration, involvement fairs, and club success.
- o Meet with club leaders.
- o Provide assistance to the Student Involvement Assistants Front Desk.

Additional Duties (10%)

- Participate in weekly staff meetings, retreats, and CSI events.
- Participate in weekly 1-on-1 meetings with supervisor.
- Evening and weekend duties as necessary.
- Other duties as assigned or desired.
- Serve on divisional committees and goal action teams as assigned.

#### Anticipated Work Schedule

This position averages 20 hours per week. Graduate Coordinators set their office hours during the week and flexing time (with communication/guidance from supervisor) is encouraged. During some points of the quarter/academic year, the Coordinator will be asked to assist with CSI, Divisional and leadership events that will require night and weekend work.

### **Minimum Qualifications and Skills**

- Exceptional written and verbal communication skills.
- General appreciation and understanding of student development.
- Willingness to engage with complex topics, including but not limited to: inclusion and accessibility on campus, financial transparency, and student advocacy.

### **Preferred Qualifications and Skills**

- Extensive teaching and/or facilitation experience.
- Experience working with diverse student populations.
- Experience navigating complex political systems and/or organizations.

### **Supervisor Contact Information**

Ciera Simon & Peter Vandeventer

Assistant Director

Center for Student Involvement

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