



Job Title	<u>Student Programs Coordinator I, II</u>	Job Code	<u>SD0735, SD0724</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>15, 16</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Involvement/ Leadership</u>

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Coordinates plans, develops, and implements comprehensive campus life programs. Advises and develops student leaders who collaborate to make these programs successful.

Representative Duties

1.

- Oversees all aspects of student organizations
- Processes PRFs and provides budget oversight
- Directly plans and manages large scale events including securing room/facilities/technology reservations and assistance
- Facilitates elections and assists with orientation
- Plans and coordinates all aspects of various programs throughout the year
- Assists with communications with incoming students prior to matriculation
- Plans academic, career, financial and wellness advising workshops and creates and maintains student and advisor resources
- Serves as liaison with specialty advisors and advising academy leaders
- Reviews and maintains the Student Affairs website pages and other resources
- Coordinates campus wide event schedules, goals, and assessments

2.

- Prepares monthly/semester reports and analysis for the Director
- Establishes timelines for events, marketing efforts, and program initiatives
- Communicates regularly with campus partners, students, parents, and other office/university constituents as necessary
- Analyzes program assessments/processes to implement programmatic changes as needed
- Maintains working relationship with campus and local partners to support programming

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands
Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 2+ years of relevant work experience • 0+ years of relevant work experience with a Master's Degree • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area
Level II
<ul style="list-style-type: none"> • 4+ years of relevant work experience • 2+ years of relevant work experience with a Master's Degree • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.