

Position Description - Unclassified

Position Status:

Position Title		Position Number
Coordinator, Leadership and Programs		E99961
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	7/1/2023 – 6/30/2024	University Housing / Student Affairs
Position Type		FLSA
Full Time		Exempt
Reports to		Reports to Position Number
Assistant Director, Residence Life		E99659
Incumbent		University ID #
TBD		

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

University Housing's Mission

University Housing and Campus Dining is dedicated to excellence by cultivating a healthy, supportive, inclusive, and sustainable living-learning experience.

University Housing's Vision

We aspire to be the preferred choice of housing and dining for all students attending Western Oregon University. We will achieve this vision by empowering our residents to:

- Adapt to an evolving society
- Grow personally and academically
- Make decisions ethically and intentionally
- Recognize their impact as inclusive and responsible global citizens
- Thrive personally and academically

The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing. University Housing houses approximately 1150 students in four residence halls, one apartment complex and 56 family housing units on campus during the academic year and works with various conference groups and summer school students during the summer. Additionally, University Housing is assigned to administer the First-year Live-In requirement. The relationship University Housing has to the University's mission is to assist with recruitment and retention, and provide safe, inclusive, affordable living environments for students who choose to live on campus.

B. Describe the purpose of this position and how it functions within this program.
<ul style="list-style-type: none"> ● Advise the Residence Hall Association Executive Board and General Assembly ● Provide leadership development for residence hall students ● Coordinate weekend programming efforts ● Serve in on call rotation

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
50%	<p>Advising and Leadership Development</p> <ul style="list-style-type: none"> ● Advise RHA Executive Board and General Assembly ● Meet regularly with RHA Executive Board ● Advise programming efforts of RHA ● Monitor RHA and GA budgets ● Serve as campus conference advisor for NACURH-affiliated conferences ● Meet regularly with the Advising Resident Assistants ● Implement Hall Government Advisor training ● Conduct student leader eligibility verification ● Support Fall Training for student leaders in University Housing ● Assist in the planning and implementation of Residence Life trainings and inservice ● Support the Assistant Director in Living Learning Community Development
25%	<p>Programming</p> <ul style="list-style-type: none"> ● Coordinate weekend programming activities for residence hall students ● Plan and implement large scale weekend programs during the academic year with the help of residence hall staff ● Coordinate student programming resources
10%	<p>Administrative</p> <ul style="list-style-type: none"> ● Serve as a member of the UH Pro Staff Team ● Assist with summer conference program ● Work with numerous campus committees
5%	<p>Budget</p> <ul style="list-style-type: none"> ● Monitor RHA and GA budgets ● Manage Weekend Programs budget of approximately \$25,000
5%	<p>On Call</p> <ul style="list-style-type: none"> ● Serve on after hours, on call rotation ● Assist in management of crisis situations while on call, through immediate action, sound judgment and appropriate referrals

5%	Other duties as assigned
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B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor’s degree by start date of position
- Minimum of one-year professional experience or equivalent education
- Minimum one-year experience advising student groups – either at the paraprofessional or professional level

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Experience as a professional staff member in a college residential program desired
- Familiarity, as a student or professional, with the NACURH Association of College and University Residence Halls (NACURH)

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Understanding of student development theories
- Understanding of advising theories/leadership development theories
- Knowledge of Family Education Right to Privacy Act (FERPA – Buckley Amendment)

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$25,000
X	Delegated authority to monitor budget	\$55,000
	Limited approval authority for purchase	\$
	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
X	Discipline		Approve requests (i.e. leave)

X	Dismiss	X	Respond to complaints/grievances
	Layoff	X	Conduct performance assessments
	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
X Other (specify) Advisees	8	4

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<ul style="list-style-type: none"> ● Provide guidance and direction to student leaders on programmatic and certain policy decisions. ● Assist with decisions relative to appropriate expenditures for weekend activities planned for residence hall students. ● Make decisions relative to appropriate expenditures by the Residence Hall Association. ● Respond appropriately to emergency response and crisis situations.

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> ● Some nights and weekends required ● This position is required to live on campus, in an apartment provided by University Housing, with utilities provided.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Ashley Hortman-Cooper	
Reviewer (VP / Director)	Reviewer Signature / Date
Lindsey Gibson	
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		