

Position Description - Unclassified

Position Status:

Position Title		Position Number
Coordinator, Leadership Development		E99966
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	Jan 1, 2023–Dec 31, 2023	Student Engagement/Student Affairs
Position Type		FLSA
Unclassified		Exempt
Reports to		Reports to Position Number
Director of Student Engagement		E99322
Incumbent		University ID #
TBD		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.

The Student Engagement Mission Statement:

We foster learning, development and leadership experiences to empower students to be curious, passionate and engaged individuals while cultivating welcoming spaces that encourage a more inclusive, informed and involved community.

Student Engagement functions enhance and complement WOU's academic mission. The staff assists students in assessing their developmental progress through their college careers. Programs offered by Student Engagement expose students to opportunities for more experiences and participation that aid each student's continuing personal growth.

WOU's Student Engagement office provides services to students in the following major areas: Werner University Center Operations, leadership development, diversity and social justice education, social engagement, nontraditional student services, Stonewall Center advisement, Student Media advisement, advisement of student organizations, event advisement process, special awards programs, traditional campus programs and Facility Reservation services. The activities provided to students at WOU enhance social, recreational, and cultural development by fostering participation in the social, intellectual, and aesthetic life of the campus.

Student Engagement is a department committed to providing active and passive opportunities for students at WOU to learn more about topics related to diversity, social justice, and multiculturalism at WOU and in society as a whole. Through debate, discussion, leadership opportunities, peer involvement, and proactive celebration of diversity, this position will encourage students to become role models and positive forces for change.

B. Describe the purpose of this position and how it functions within this program.

The Coordinator, Leadership Development is responsible for providing leadership development opportunities to the campus community, advising ASWOU (WOU's student government) Executive Branch as part of the ASWOU advising team, oversees all aspects of the Fraternity and Sorority Life program, oversees departmental diversity and social justice education, oversee Discover Leadership program with student program assistant support, Oversees Leadership Certificate program and helps with event advisement as needed.

Leadership development at WOU provides both formal and informal opportunities for students to develop and refine leadership skills. Students have the chance to attend programs and workshops, as well as get involved in more extensive and directed participation in leadership development experiences. Leadership experiences gained from participation in self-governing organizations and programs also encourage the development of civic responsibility.

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
45%	<p><u>Leadership Education and Programming</u></p> <ul style="list-style-type: none"> ● Plan, execute, and coordinate with relevant campus and community partners on student leadership programming, including but not limited to workshops, retreats, and training. ● Develop leadership education resources for students and educational training for campus departments and organization advisors to help encourage successful engagement with campus student leadership opportunities. ● Serve as Program Director and lead instructor for exploratory leadership program Discover Leadership, from curriculum development and recruitment to instruction and assessment with the assistance of student program assistants. ● Work with Program Assistant for Leadership student position to plan and execute student-centered leadership programs and activities, including but not limited to the leadership programming series, Discover Leadership mentorship program, social engagement, etc. ● Plan and execute the annual campus awards program, The Wolf Awards, to highlight student achievements and accomplishments in leadership, academics, service, philanthropy, etc. ● Manage the nomination and selection process for Distinguished Student Leader and Klush Tum Yum awards. ● Serve as Program Director for the Leadership Certificate program. ● Assist with leadership, social justice, and diversity development component of Student Engagement department student employment program.
15%	<p><u>Departmental Support</u></p> <ul style="list-style-type: none"> ● Work with Director and other Coordinators in Student Engagement to ensure Leadership, Activities and Inclusion budget (SEO902) is not overspent and tracks all expenditures by activity codes (which are specific to certain areas, programs or events) ● Assessment of programs, events, training, etc listed in the 4 duty/responsibility areas

<p>15%</p> <p>20%</p> <p>5%</p>	<p>of this position description to measure effectiveness, progress towards intended outcomes, and areas for improvement. This assessment will be geared towards participants as well as WOU students or WOU faculty and staff. Data gathered would inform changes or budget discussions with the Director and other Coordinators.</p> <ul style="list-style-type: none"> ● Help develop departmental goals, objectives, and budgets to properly establish departmental priorities. ● Serve on the Major Awards Committees and other departmental and campus committees as assigned/desired. ● Support the other Coordinators in Student Engagement with programs and events as needed, including working events in the evening or weekends. <p><u>Student Government Advising</u></p> <ul style="list-style-type: none"> ● Provide guidance, oversight, and support for the Associated Students of Western Oregon University (ASWOU) as part of the advising team. ● Serve as lead advisor for the ASWOU Executive Branch ● Serve as lead advisor for ASWOU IFC budget creation and cuts through the ASWOU budget committee. ● Contribute to the creation and facilitation of training and development for ASWOU and student organization leaders. <p><u>Fraternity & Sorority Life (FSL)</u></p> <ul style="list-style-type: none"> ● Serve as a day-to-day campus resource and university contact for fraternity/ sorority officers, chapter members, and advisors. ● Facilitate grade and judicial standing checks when needed and maintain relevant records including membership rosters. ● Advise the Fraternity & Sorority Council through bi-weekly meetings and regular meetings with chapter advisors. ● Serve as the key point of contact for students interested in expansion, formal interest groups, and developing Fraternity & Sorority Life chapters. ● Develop and facilitate required termly/annual community training, such as new member orientation, hazing prevention training, Leadership Development, etc. ● Coordinator Fraternity & Sorority Life Awards and ensure they are submitted to Wolf Awards. <p><u>Other Duties as Assigned</u></p>
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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
- Experience in program and event planning with a Leadership focus
- Experience with training/workshop development with a Leadership focus
- Excellent written and communication skills
- Experience with advising others (students, staff, volunteers, etc.)

C. Preferred Qualifications

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

- Master's Degree. strongly preferred in student affairs and/or higher education-related fields (i.e., higher education administration, student development, etc.)
- Demonstrated experience in supervision of student staff.
- Previous professional or graduate level work in a Student Activities Office, Fraternity & Sorority Life, Housing, or other Student Engagement area that directly advises student organizations.
- Knowledge and experience working with Fraternity & Sorority Life
- Budget experience

D. Knowledge Areas

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

- Showcase an understanding of student development theories, leadership theories and current models of practice through education and programs.
- Understanding of advising of university student governments; good advising practices; understanding of laws and guidelines related to these areas.
- Demonstrate an ability to work with diverse groups and individuals and build working relationships.
- Have knowledge of federal and state laws and administrative rules affecting students and student organizations.
- Be able to explain an understanding of campus policies, culture, and institutional governance to student groups.
- Possess an understanding of issues related to diversity, social justice, multiculturalism, and privilege related to (but not limited to) the following areas: race, color, class, gender, sex, sexual orientation, disability, and age.
- Demonstrated commitment to diversity, equity and inclusion.
- Willingness and ability to work irregular hours including weekends and evenings.

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.

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

Purchase only with higher level approval	\$
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Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
X	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
X	Discipline	X	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		
X Student Employees (average per term)	1	0.5 FTE
Other (specify)		

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 advice, information, and guidance to student government and student organizations. ● Provide leadership in developing policies and practices regarding Fraternity & Sorority Life, Student Leadership, and department initiatives. ● Budget tracking of SEO902 activity codes and request fund expenditures for on-going campus-wide and department sponsored programs. ● Provide accurate resource materials to individuals and student organizations. ● Provide accurate training and development experiences relevant to the campus group. ● Prioritization and multitasking with multiple programs and events scheduled in succession during an academic year.

Additional Information:

List any additional information that would help describe the nature of the position.
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- Position requires work to be performed during evening and weekend hours, traveling with student and staff members for overnight conferences, retreats, etc.
- Staff members maintain membership in national and regional organizations and are encouraged to participate in professional development activities in those organizations.
- This position adheres to a standard of a professional work week and reports directly to the Director, Student Engagement.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
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		