# California State University, Fresno Foundation

## LEADERSHIP PROGRAMS COORDINATOR – UNIVERSITY STUDENT UNION

**JOB ANNOUNCEMENT #18-904**

| POSITION SUMMARY: | Full-time, benefitted position available for the University Student Union through the California State University, Fresno Foundation. Under the general direction of the Senior Program Manager, the incumbent is responsible for planning, implementing and evaluating a cohesive array of co-curricular leadership development programs, services and resources. This position supports the development of student leadership experiences that foster relationship building, engagement and involvement, skill building, and a sense of campus community and belonging. This position supervises the Graduate Assistant for Leadership and the Leadership Student Assistant. |
| ESSENTIAL JOB FUNCTIONS: | Under the general direction of the Senior Program Manager, the Leadership Programs Coordinator will be responsible for the following: |
| | ● Serve as a team leader in the delivery and support of Center for Leadership including but not limited to Student Leader Summit, Emerging Leaders Retreat, Co-Curricular Leadership Certificate, Leadership on Demand, and the Graduate Student Leadership Institute |
| | ● Assist with the creation of leadership development programs that support underrepresented populations |
| | ● Collaborate with the Cross Cultural and Gender Center to develop and support organization leadership initiatives |
| | ● Assist in the improvement and development of multiple comprehensive leadership programs for students at all levels. |
| | ● Recruit, select, and supervise the Campus Involvement Ambassadors (CIAs) |
| | ● Plan, implement and assess a broad array of leadership development programs, services and resources for students, and student organization leaders and members. |
| | ● Establish effective relationships to collaborate, partner and coordinate services with campus stakeholders and staff to develop effective leaders and campus communities. |
| | ● Recruit, train, schedule, provide direction for and evaluate student staff, volunteers and program participants. |
| | ● Develop marketing strategies and provide direction for the creation and dissemination of public-relations and marketing materials promoting programs to the campus and surrounding communities, including use of website and web-based tools, newsletters and campus-wide media outlets. |
| | ● Ensure diversity, access and inclusion are integral to the design, planning and implementation of all programs and services, marketing materials and participation opportunities. |
| | ● Assess programs and services. Identify learning outcomes for all programs, and ensure program assessments are conducted against established outcomes. Research and analyze data. Develop databases and other records to maintain longitudinal data on the efficacy of programs. |
| | ● Coordinate and supervise all logistical, technical and event management operations, addressing appropriate risk management strategies. |
| | ● Develop and manage budgets for assigned programs and services. Administer programs within assigned fiscal resources. |
| | ● Ensure adequate and appropriate use of electronic and web-based technology in programs, services, and marketing. |
| | ● Operate within and enforce relevant department and university policies and procedures. Ensure compliance with purchasing policies and procedures in securing goods and services. |
| | ● Provide advising to individual students, effectively managing sensitive/confidential information and issues with diplomacy and respect. |
| | ● Serve as a team member in the planning, delivery and support of Student Involvement programs and major campus events including but not limited to New Student Convocation, Weeks of Welcome, Homecoming, Vintage Days, and Commencement. |
The secondary duties of the job include:
- Serve on divisional and university committees.
- Present and share data/assessment findings with department and divisional colleagues and peers.
- Other duties as assigned.

**POSITION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Master’s degree from a four (4) year college or university in higher education student affairs, college personnel, or related field.
- Minimum of one (1) year of student development work experience advising students, coordinating programs for students and/or student organizations, and/or executing multifaceted marketing/communications strategies to students at the University level. One (1) year of work experience may be substituted with two (2) years of graduate work.

**Knowledge:**

- Knowledge of the principles, issues, best practices and relevant federal, state and local laws, as well as institutional regulations, policies and procedures governing college students, student activities, student organizations.
- Knowledge of college student development and community building theories and models, particularly as they relate to the off-campus, transfer and graduate student, and individual counseling techniques.
- Knowledge of diversity, inclusion and accessibility practices in higher education.

**Skills:**

- Facilitate dialogue, prepare and deliver public presentations, construct learning activities, and advise students, individually or in groups.
- Detail-oriented, planning, organizational and time-management skills.
- Oral, written, interpersonal communication and conflict management skills
- Establish and maintain cooperative working relationships with students, faculty, administrators, staff and community agencies.
- Multicultural and intercultural competencies to supporting the needs of diverse populations.
- Proficiency in use of technology, the internet and web-based forms.

**Abilities:**

- Inspire and develop effective working relationships with a diverse body of students.
- Collaborate effectively with campus administration, faculty, staff and community.
- Understand and interpret policies, procedures, rules and regulations.
- Carry out a variety of complex assignments of moderate complexity in a fast paced environment, which values and demands collaboration and a team orientation.
- Adapt or create approaches and procedures to fit specific situations.
- Work flexible hours including occasional nights, weekends and holidays.
- Initiate and lead work in assigned areas with moderate degree of independence.
- Appreciate differences, exhibit respect and work effectively with people of diverse backgrounds.
- Ability to attend weekend or week-long retreats and/or trainings at off-site locations is necessary.

**COMPENSATION:**

$20.34 – $25.43 per hour. Benefits include health, dental, vision, life insurance, vacation, sick, and holiday pay.

**DEADLINE:**

Application review begins March 7, 2018; open until filled

**TO APPLY:**

Please visit the Auxiliary Human Resources page at [www.auxiliary.com](http://www.auxiliary.com) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA  93710
Fax: (559) 278-0988
E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click http://fresnostate.edu/adminserv/smokefree/index.html

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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