

Title: **Coordinator of Student Engagement & Leadership**
Division: Academic & Student Affairs
Department: Student Engagement & Leadership
Location: Portland Student Affairs Center; Portland Campus
Work Schedule: 12 Month Flexible, Evenings and Weekends required

Organizational Relationships:

Reports to: Director of Student Engagement & Leadership
Advises: Serve as a resource for the Board of Student Organizations (BSO), Commuter Student Association (CSA), Student Communication Board (SCB), and other groups as needed
Supervises: Graduate Assistant(s), department intern(s), & student staff employees
Coordinates with: U.S.M. Departments including but not limited to Academic & Student Affairs, Dean's Office, Intramural & Club Sports, intercultural Student Affairs, Advising, Community Based Learning, Sullivan Fitness Center, Career and Employment Hub, Learning Commons, LAC Student Success and Dean's Office staff, Admissions, Public Affairs, Marketing & Brand Management, Public Safety, and Facilities

Statement of the Job:

The Coordinator of Student Engagement & Leadership will be responsible for the oversight and support of all student clubs and organizations. The purpose of the position is to support student organization leaders and members through equitable and responsive services. They will assist in the new club approval process as well as event management, fiscal support, and collaboration support. In partnership with the SEAL team, the Coordinator serves as primary conduit between the Division of Academic & Student Affairs and the student clubs and organizations. The coordinator ensures that student organizations and leaders have appropriate information regarding university policies and procedures as well as local, state and federal law.

The Coordinator of Student Engagement & Leadership will develop and implement programs that focus on the social, educational, recreational, wellness, diverse, and inclusive needs of our students. The Coordinator will ensure quality student events and activities are happening on both the Portland and Lewiston Auburn Campuses and support similar efforts on the Gorham campus. They will coordinate educational displays utilizing the student center as a passive educational space. The Coordinator will assist in the facilitation of leadership opportunities for students that includes leadership workshops, developmental trainings, conferences, and events. They will collaborate with students and staff to facilitate student success, enhance the quality of campus life, foster leadership and create an inclusive and welcoming campus environment.

Essential Functions:

Student Engagement:

1. Promote, coordinate and implement social, recreational and educational programming across all three campuses (Gorham, Portland, and Lewiston-Auburn) motivated by USM's "Student Focused Every Day" service promise. Ensure that all programs are theoretically sound, holistic, and inclusive.
2. Program plans should span the academic year. Schedule a variety of programs and activities throughout the week and at various times with a special focus on the commuter student population at the Portland and Lewiston Auburn Campuses.
3. Lead in the planning and implementation of Division of Student Affairs Traditions such as Husky Fest & Engagement Fairs, Commuter Appreciation Weeks, and Stress Relief Weeks and support other traditions such as Weeks of Welcome, Homecoming & Family Weekend, Spring Fling Week, and other large scale campus events and programs.
4. Directly support the Commuter Student Association and the commuter student population to assess their needs and coordinate targeted resources and support.
5. Provide leadership and oversight to all student organizations, assisting with onboarding new student organizations, and collaborating with student organization faculty/staff advisors.
6. Develop, plan, and implement targeted training for those holding student leadership positions on campus, including club executive board and Student Government Association members.
7. Support the planning and implementation of off-campus events at local and regional business with departments, clubs, and organizations.
8. Plan and execute Student Engagement Fairs to promote student clubs and organizations on campus and assist in recruitment of new members.
9. Collaborate with student organization faculty/staff advisors through consistent communication, training, and support. Ensure that all groups have effective advisors.
10. Develop, implement, and annually enhance a club & organization guideline handbook including, but not limited to SGA, Student Senate, and BSO Constitutions and By-Laws, university and system policies, event management checklist, and SOOT training.
11. Assist in developing a campus environment that is sensitive to the diverse cultures, traditions, lifestyles and beliefs of our students.
12. Collaborate and work closely with Intramural & Club Sports, Intercultural Student Affairs, Academic Affairs, Athletics, and other departments, offices, clubs, and organizations to increase the quality of programmatic and leadership efforts and services offered to students on and off campus.

Leadership and Supervision Responsibilities:

1. Responsible for the assistance with recruitment, selection, training, evaluation, and supervision of the Student Engagement & Leadership graduate assistant(s), intern(s), and Student Engagement Center student staff.
2. Advise the Commuter Student Association (CSA) and the Board of Student Organizations (BSO) providing mentoring and guidance in all aspects of planning and hosting events to promote student engagement. Attention must be made to ensure compliance with the

University Governance documents, public law and University policy, especially in the areas of personnel, finance and risk management.

3. Advise the Student Communication (SCB) as well as support the WMPG Radio Station and Free Press student newspaper through student engagement opportunities and events..
4. Develop and facilitate leadership opportunities for students such as, but not limited to workshops, developmental trainings, conferences, and events.
5. Provide engagement coaching as an opportunity for students to connect one-on-one with University staff to get specialized involvement advice.
6. Coordinate the recognition of student leaders through USM's Student Leadership Awards process. Plan, organize, and execute the Annual Student Leadership Awards Gala.

Administrative Responsibilities:

1. Oversee specific responsibilities within the Portland Campus Center area, including, but not limited to student staff supervision, room and table reservations, and event management.
2. Lead in the departmental external and internal website content management and contribute to department social media presence, mobile application presence, and other marketing initiatives.
3. Create, maintain and promote a programming and activities calendar with special attention paid to all clubs and organizations engagement opportunities.
4. Contribute to the continuous assessment, tracking achievements, trends, and outcomes in reference to the department as well as student clubs and organizations.
5. Organize and maintain inventory of Student Engagement & Leadership, clubs, and organizations supplies and storage rooms.
6. Chair and/or participate on departmental and interdepartmental committee's teams, and task forces as assigned.
7. Other duties and projects may be assigned by the Vice Provost of Student Affairs.

Marginal Functions:

1. Represent Student Affairs in University activities and internal/external settings as requested. Assist other departments in the recruitment of student and staff members as needed.

Budget Responsibilities:

1. Oversight of the funds earmarked for Student Engagement & Leadership, Commuter Student Association, Leadership Development Board, and other budgets.
2. Assist in the annual development of the auxiliary budgets for Student Engagement & Leadership programming.
3. Approve and administer monthly charges for various expenditures and revenues.
4. Administer the booking of all performers, speakers, and guests for large scale events by working directly with vendors, agents, the University Conferences department, and the University procurement office.

Public/Professional Responsibilities:

1. Maintain membership in appropriate state, regional, and national professional organizations such as ACUHO-I, NEACUHO, MASAP, NASPA and ACPA.
2. Maintain personal and professional development.

Knowledge, Skills and Abilities:

1. Ability to communicate (written/verbal) effectively with staff, faculty, students, and community members.
2. Ability to prioritize responsibilities and tasks, organize, and delegate tasks to staff members as needed.
3. Ability to coordinate programs and processes, and to synthesize them into successful student and departmental services where student learning occurs.
4. Ability to analyze information, problem solve and use sound judgment in decision making.
5. Knowledge of, and ability to work within, a University environment, with all of its constituencies.
6. Ability to conceptualize large projects requiring the integration of various systems.
7. Ability to work independently as well as collaboratively
8. Ability to be an effective mentor to students and to appropriately advise University students about personal and vocational choices, including advising them as to what departments might be able to more effectively assist them with their particular issues.
9. Knowledge of basic computer software such as word processing, spreadsheets, website maintenance, and publication development

Special essential functions/responsibilities:

1. Responsibility to regularly handle cash or cash equivalents.
2. Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
3. Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
4. Ability to drive a University vehicle and provide proof of a valid driver's license.
5. Ability to drive colleagues, students or others and provide proof of a valid driver's license.
6. Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

Qualifications:

Required:

Bachelor's degree

1-3 years of experience in a university or college environment

Preferred:

Master's Degree

3+ years' experience in college student leadership, student activities, group facilitation skills, supervision.

License/Certifications:

Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

***NOTE:** *All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

For Human Resources Use

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Salary Band: 03
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Employee: