



Student Organizations Graduate Coordinator Office for Student Life & Leadership

Carolina Union:

The Carolina Union creates safe, inclusive and educational experiences that enable students to maximize their time at Carolina. The many co-curricular programs, services and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization and therefore are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by 44 full-time staff and over 185 student employees, the Carolina Union builds a sense of community as a unifying force on campus and provides students the space and resources needed to put theory into practice.

Student Life & Leadership:

The Office of Student Life & Leadership (SLL) consists of Carolina Leadership Development (CLD), Student Organizations Office, Student Activities that includes the Carolina Union Activities Board (CUAB), Assessment & Student Development, and serves as the primary advisors to Student Government. SLL consists of eight full-time staff, 3 graduate coordinators, and a number of undergraduate coordinators. Our vision for the Office of Student Life & Leadership of the Carolina Union is to empower & transform students, staff, and faculty to create positive sustainable change within our communities.

General Description:

The Graduate Coordinator is responsible for working with the University's registered student organizations in the implementation of group development exercises/workshops as well as assisting in the planning of programs and activities. The Graduate Coordinator will actively develop teaching, facilitation, and consultation skills through organizing group development exercises. This position will actively promote program planning, management/implementation, and evaluation skills with students. The Graduate Coordinator is expected to develop and employ a working knowledge of the resources, services, programs, and activities available at a large, public university, and to facilitate co-sponsorships, shared resources, and reduced duplications of programs and services.

Primary Responsibilities Include:

- Assist in the annual registration process for registered student organizations.
- Advise students interested in starting a new student organization. Assist in review of applications for new student organizations, providing feedback as necessary.
- Assist in the planning, implementation, and evaluation of workshops for organizational development that are a part of the Functional Leadership series. May also facilitate workshop session(s). Coordinate the marketing efforts and communication of upcoming workshops. Assist in the development of assessments for workshop sessions. Utilize CollegiateLink to update and monitor participation in the Functional Leadership curriculum.

- Assist in the planning of special events, including but not limited to Student Officer Inauguration, as well as developing and implementing an orientation program for new student leaders/new student organizations.

Supervision and Management

- Work with the Coordinator of Student Organizations to supervise and develop the student staff that work with registered student organizations.
- Assist with assessment of student organizations (utilization of resources, student organization support trends at other institutions, quantitative and qualitative data of student involvement in organizations, types of programs student members and leaders want to see offered, etc...).
- Assist in continuing development and maintenance of a long-term vision for a growing office while supervising student staff and volunteers in the timely implementation of that vision.

General Student Life & Leadership Responsibilities

- Participate as an active member of the Student Life & Leadership team; attend meetings, retreats and trainings, and provide support to major department-wide programs.
- Represent the Office of Student Organizations at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

Qualifications:

- An undergraduate degree and enrolled as full-time status in a graduate program for Fall 2015.
- Experience organizing and managing multiple tasks with changing deadlines and priorities
- Demonstrated experience managing and tracking projects independently
- Understands concepts of multiculturalism and diversity and how they impact the campus community
- Demonstrated personal qualities: sound decision making, creativity, organization, time management, diplomacy and integrity
- Evidence of drive and initiative as demonstrated by personal experiences and previous employment (must be a self-starter)

Terms of Employment:

Period of Employment – August 1st through May 31st

Time Commitment – **20 hours per week.** Graduate Coordinators must be willing to commit a significant portion of time to their position. It is expected that Graduate Coordinators maintain office hours equaling 20 hours per week with flexibility allowed for weekend and evening programs.

Remuneration – \$12,000/10-month contract with potential for summer employment. Leave time to be discussed and planned with supervisor.

How to Apply:

- Email the following as one document in Microsoft Word or PDF format:
 - Cover Letter
 - Resume
 - 3 Professional Reference
- Letter and email can be addressed to:

- Drew Davis
Coordinator of Student Organizations
2501-B FPG Student Union
Chapel Hill, NC 27599-5210

Applications should be emailed to drew.davis@unc.edu. This position will remain open until filled. Priority deadline date for full consideration is Monday, August 31st at 5pm.

The University of North Carolina at Chapel Hill is an Equal Opportunity Employer regardless of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status.