



Position Description

Coordinator of Student Engagement

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as July 1, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Coordinator of Student Engagement

POSITION'S MAJOR OFFICE: Student Development

MAJOR OFFICE RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Student Development

POSITION'S DEPARTMENT RESPONSIBILITIES: Provide leadership in the development of a marketing, design, and social media plan for the comprehensive student activities program; including campus-wide events/activities, campus recreation, and student organizations.

POSITION'S DIRECT SUPERVISOR: Assistant Vice President of Student Engagement and Success

DATE POSITION LAST REVIEWED OR ANALYZED: April 2024 **REVISED BY:** Assistant Vice President of Student Engagement and Success

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (teaching duties exemption), At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The Student Engagement Coordinator is a member of the Student Development Office. This position serves primarily as the lead on the marketing, design, and social media tactics focused on student activities and campus rec/intramurals, among assisting in other areas by being a collaborative member of the office staff.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), students, faculty, staff, community and alumni. Works significantly with student club sponsors, Student Government Association Members, and the Coyote Activity Board

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: Operate within assigned student programming budget. Oversight of SGA budget

POSITIONS PHYSICAL WORKING CONDITIONS: This position holds irregular hours with many evening and weekend hours required. The position will spend time indoors within an office setting and both indoor and outdoor facilities during activity and intramural activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone and laptop computer.

POSITION'S WORK SCHEDULE: A flexible, full-time work schedule (averaging 40 hours per week) requiring some nights and weekends in order to accommodate students and the department. The day-to-day work schedule may change based on event and activity schedule, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

Student Engagement

- Serve as the staff sponsor for Student Government and Coyote Activity Board
- Liaison between faculty/staff club sponsors.
- Plan and implement student activities that align with KWU's mission, values, and strategic goals.
- Assists in the coordination, marketing, and design of the New Student Orientation and the First Year Experience Program in conjunction with the Student Development Office.
- Develop a working relationship and provide leadership on program planning and logistics to student organizations; including the Student Government Association, Coyote Activities Board, and all school-sanctioned student organizations.
- Assess the student activities and student learning through engagement activities. Make recommendations for continuous improvements of services, programs, and activities.
- Create yearly reports to evaluate programs and activities.
- Work collaboratively with the student engagement staff to implement a strategic plan of social, educational, or intramural activities.

Teaching/Coaching

- Instruct, teach and develop student-leaders including SGA, CAB, and Orientation Leaders
- Coordinate semiannual professional development summit for student leaders
- Plans monthly training activities for student leaders.

POSITION'S OTHER DUTIES:

- Provides reports and documentation as required

POSITION'S PERFORMANCE MEASURES AND STANDARDS:

- Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.

POSITION QUALIFICATIONS

QUALIFICATIONS:

- Must understand the philosophy of private higher education and support the mission of the University.
- Enthusiasm and positive attitude towards creating a caring, student-centered environment.
- Understanding of student development theory as it relates to higher education, advising students, student organizations, and general student development issues
- Excellent organizational skills and attention to detail when adhering to guidelines, performance standards and policies are essential.
- Ability to communicate effectively with a variety of people including athletic coaches, students, faculty, staff, and the general public.
- Ability to maintain flexibility and work well in a face paced environment
- Ability to work both independently and as a contributing member of the Student Development staff.
- Ability to maintain confidentiality.

- Ability to work irregular hours.

EDUCATION:

- MINIMUM REQUIRED: Bachelor’s degree.
- PREFERRED: Master’s degree

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: Valid driver’s license.
- PREFERRED: First Aid/CPR certification

WORK EXPERIENCE:

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in the field of student activities, recreation/intramurals, residence life, marketing, or degree.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:

- MINIMUM REQUIRED
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
- PREFERRED
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.