Coordinator for Student Organizations & Activities

Department:   Student Leadership & Activities  
Recruitment #:  S1601  
Closing Date:  Review of completed applications begins March 21, 2016.  Open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the office of Student Leadership and Activities (SLA) at Western Oregon University in Monmouth. The Student Leadership and Activities office provides services to students in areas such as leadership development, diversity and social justice education, non-traditional student services, and advisement of student organizations. Programs offered by SLA expose students to opportunities for more experiences and participation that aids each student’s continued personal growth.

MINIMUM QUALIFICATIONS

- Master degree in student services, college student personnel, or related field
- Advanced level of experience in event planning; significant experience coordinating events as an undergraduate will be considered
- Previous experience advising student organizations, and/or managing groups or teams
- Excellent written and oral communication skills
- Ability to advise students and develop professional working relationships
- Initiative and creativity in regards to designing new and innovative programs
- Demonstrated commitment to diversity

Preferred Qualifications:

- Previous professional or graduate level work in a Student Activities Office, Fraternity & Sorority Affairs, or other Student Leadership & Activities area that directly advises student organizations
- Programming experience in one of the following functional areas: student activities, student union, or residential life
- Knowledge and experience working with Fraternity & Sorority Life
- Web design, Photoshop, or other software familiarity to create marketing materials

DUTIES AND RESPONSIBILITIES

Student Activities Board (SAB)

- Advise the Student Activities Board in developing successful programs in alignment with University policies.
- Provide development opportunities to SAB staff and volunteers to train them to be effective event planners, group motivators, and contributors to the community.
- Actively promote students’ personal growth, identity development, and an understanding of the importance of life-long learning.
- Maintain National Association of Campus Activities membership and travel with students to the annual Regional Conference.

Fraternity & Sorority Life

- Develop trainings, resources, and resource materials including Fall training and Spring Summit.
- Serve as a day-to-day resource for Fraternity & Sorority officers and members.
- Assess liability issues for Fraternity & Sorority Council and individual chapter events.
- Facilitate grade and judicial standing checks and maintain relevant records including membership rosters.
- Co-advice the Fraternity & Sorority Council with Director.
- Attend annual Association of Fraternity/Sorority Advisors meeting as budget allows.
- Serve as key point of contact for students interested in expansion, formal Interest Groups, and Colonies.
Programming and Programmatic Support

- Chair Homecoming, Family Weekend, and WOU Mania committees and execute these programs in cooperation with campus and off-campus partners.
- Plan and execute Dead Week and summer programs.
- Facilitate Event Advisement process for student organizations/clubs to help encourage successful campus programs.
- Create physical and electronic marketing for the initiatives of the Student Leadership & Activities Office and the Werner University Center. Maintain social networking pages and website for the department. Supervise student Graphic Design and Web Assistant.
- Develop programmatic assessments and participate in departmental and divisional assessment projects.
- Supervise Programming Assistant student position.
- Support other department and campus programming, as requested.
- Support ASWOU Director of Student Organizations in developing trainings and retreats for student organizations.
- Develop and facilitate weekend programs, serve on Weekend Programs Committee.
- Train students, staff, and faculty how to use OrgSync features for campus event management.

Working Conditions:

- This position adheres to a standard of a professional work week, although the ability to work irregular hours including weekends and evenings is required.
- Travel periodically with students and staff members for overnight conferences, retreats, etc.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):

1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1601, Coordinator for Student Organizations & Activities, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.