

POSITION DESCRIPTION

TITLE: Coordinator of Student Engagement – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Coordinator of Student Engagement is a 12-month, full-time, live-on professional staff member in the Office of Student Activities. This position reports directly to the Assistant Director of Student Activities and is responsible for providing leadership to campus programming coordinated by the Office of Student Activities and the Student Government Association. The Coordinator will assist the department's role in new student orientation, as to be determined by the administration. This position will manage the Student Governments Programs Board and put on large scale, well developed events for the campus community. May assist in supervising para-professional and student staff. This position must be able to work independently and handle confidential and sensitive issues with diplomacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for following the Statement of Ethical Principles and Standards of ACPA - College Student Educators International and the laws of the State of Maryland.
- Advises the Student Government Association (SGA) Programs Board and their World Carnival Committee, and provides leadership development training to all members.
- Recruits, selects, trains, and supervise Orientation Leaders and assists in the execution of New Student Programming.
- Assist with implementation of leadership trainings and programming.
- Supports oversight of a selection of the Student Government Association (SGA) clubs and organizations.

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- Supports oversight of a selection of the Student Government Association (SGA) clubs and organizations.
- Supervises para-professional and student staff, including yearlong orientation staff.
- Has “on-call” responsibilities and serves as a member of the Crisis Intervention team.
- Assists with major college events sponsored including Seahawk Orientation, Advising, and Registration days, Orientation, and Senior Week.
- Participates as an active member of the Student Affairs staff by supporting division-wide efforts as needed.
- Serves as Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Master’s Degree in higher education/student affairs, counseling, or a related field preferred.
- Experience: At least one to three years of experience developing campus programs and resources for students, facilitating leadership development activities and/or training programs, and advising student leaders and organizations.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.