Program Coordinator for Student Involvement Center (1 position available)
Vacancy Announcement for the Student Involvement Center
Saint Louis University

As the Student Involvement Center, we are committed to creating educational experiences that engage students through their campus involvement, leadership development, and college transitions.

-Mission Statement for the Student Involvement Center

Benefits of the position

The Student Involvement Center Program Coordinator positions are a great fit for those that are interested in getting a broad experience in student affairs. The Program Coordinators are members of the Student Involvement Center professional staff and will work under a generalist position description, but will be the primary person for specific functions for the Center.

The Program Coordinators for the Student Involvement Center under general direction, provides leadership and direction for programs and initiatives that impact student transitions and involvement by working with faculty, staff and students to develop comprehensive learning opportunities; oversees programs within the University community and/or external SLU community that may include first-year experience programs, sophomore/junior-year experience programs, senior-year experience programs, student activities, fraternity/sorority life, student leadership initiatives, and commuter/transfer programs.

Program Coordinators will develop competencies in the following areas: event management, student advising/supervising, servant leadership development, and transitional theory development. Benefits of this position include the following:

- The Coordinators will develop professional competencies that will help them achieve their future career goals
- The Coordinators will participate in trainings and developments within the department and division to assist with their professional growth.
- The Coordinators will gain experience in advising student leaders/groups, developing inclusive programs, collaborating with campus and community partners, implementing and assessing learning outcomes, and working in a mission focused environment.
- The Coordinators will work in a reorganized and newly developed department. This provides the opportunity for staff to be involved in strategic planning and new program development.

About the Student Involvement Center

The Student Involvement Center as part of the Division of Student Development helps students develop as leaders who are spiritually formed, critically reflective, and socially and personally responsible.

Each year the Student Involvement Center creates fun and engaging learning opportunities that appeal to a diverse student body and compliment the educational mission of Saint Louis University while facilitating the transition of undergraduate students throughout the college experience by providing programs and support to enhance student success. Through coordination with academic and student development partners, we create opportunities for students to connect to the community, develop holistically, and engage in the Saint Louis University experience.

With weekly events and activities, over one hundred chartered student organizations, fifteen fraternity/sorority organizations, and plenty of leadership, community service and intercultural learning opportunities, there is always opportunities for students to engage on campus and make an impact on student learning.

For more information about the Student Involvement Center, visit our website at involvement.slu.edu

Program Coordinator Vacancy for the Student Involvement Center

The Program Coordinators for the Student Involvement Center are considered generalist positions that provide support for a variety of initiatives, but each position takes the lead for specific roles and responsibilities. The generalist positions work under the same position description in Human Resources that allows the positions to adjust to new university priorities and goals in the Division of Student Development. Below is a short description for the vacant position. This is subject to change.

Program Coordinator: Coordinates SLU 101 (summer orientation) and supervises SLU 101 Leaders. Coordinates the new transfer student program (TRANSFERmations), Billikens After Dark, and FYE Leader Recruitment/Selection process. Other duties assigned.

For more information regarding these initiatives/programs, visit our website at involvement.slu.edu
About the Division of Student Development

In support of our Catholic, Jesuit mission, the Division of Student Development at Saint Louis University facilitates programs, services and experiences that help students develop as leaders who are holistically formed, critically reflective, and socially and personally responsible. As a Division, we operate in partnership with other University departments and our students to assist them in reaching their full development as persons recognizing that learning takes place, formally and informally, in the classroom and through the activities, experiences and lives of students outside the classroom. Student formation includes the physical, emotional, social, intellectual, spiritual, vocational, and moral growth that takes place during a student’s SLU experience. Our diverse profile of services, including over a dozen departments and programs, contribute to this holistic learning environment. Our staff consists of over 100 committed professionals, whose diversity, advanced education, commitment to student learning, and aspiration to excellence is evident. Learn more at http://www.slu.edu/x24301.xml

About Saint Louis University

Saint Louis University (SLU) is a Catholic, Jesuit University ranked among the top research institutions in the nation. The University fosters the intellectual and character development of more than 14,000 students. Founded in 1818, it is the oldest university west of the Mississippi and the second oldest Jesuit University in the United States. Through teaching, research, health care and community service, Saint Louis University has provided one-of-a-kind education, leadership and service for nearly two centuries. The University is located in a vibrant urban setting in the heart of St. Louis, a metropolitan area with a population of nearly 3 million. SLU also has a campus in Madrid, Spain, enrolling 670 undergraduate students in residential as well as study abroad programs and master’s students. More information about Saint Louis University can be found at http://www.slu.edu.

Saint Louis University Diversity and Inclusion Vision Statement

Faithful to its values of promoting social justice and the dignity of all human beings, Saint Louis University is committed to fostering an inclusive environment that welcomes and celebrates all expressions of diversity and identity that advance the Jesuit mission of forming women and men for an with others. This commitment inspires and prepares students, faculty and staff to create communities unburdened by discrimination and oppression.

About Saint Louis

Saint Louis, Missouri is a great place to live! Lively downtown, championship sports teams, a booming tech and business center, and an emergence as one of the nation’s must-stop locations on any concert tour.

City Fun Facts:

- Metro Area Population: 2.7 million (city proper: 348,189)
- Campus is a five minute drive to the Gateway Arch by the riverfront
- Campus is a block from the heart of the city’s performing arts district (Grand Center)
- Cool live music scene
- Diverse dining venues
- Variety of parks, museums, and theaters in the area
- Home to Washington University, UMSL, & a variety of other schools
- More than 50 hospitals and hospital systems

Staffing in the Student Involvement Center

The Center’s Staffing Structure:

- Director for Student Involvement Center
- Assistant Director for Student Involvement Center
- Assistant Director for Student Involvement Center (student organizations)
- 5 Coordinators for Student Involvement Center
- Administrative Secretary
- 2 Graduate Assistants
- 2 Graduate Interns
- 4 Undergraduate Interns
- 5 Office Assistants

The Student Involvement Center staff advises or supervises a variety of student leaders/groups or student staff throughout the year. Some examples of student leaders/groups and student staff within the Center: Orientation Leaders, Student Activities Board, Transfer Mentors, Commuter Assistants, Great Issues Committee, Interfraternity Council, Panhellenic Council, Multi-cultural Greek Council, Billikens After Dark, Senior-Year Experience Student Committee, Busch Student Center Info Desk Workers, etc.
The staff in the Student Involvement Center must be committed to working within an innovative environment that is focused on the education of the whole person through supporting the mission of the university. The successful staff member must have a passion for working with a diverse student population, committed to student learning and development, committed to diversity and social justice, possesses strong critical thinking and problem solving skills, demonstrates initiative, communicates effectively, has a positive attitude, developed interpersonal human relations skills, ability to plan and organize, and an ability to manage structured autonomy. The staff member must also be willing to work late night and weekend hours as needed.

**Remuneration**

The Program Coordinator for Student Involvement Center position is 12 months in tenure with salary based on experience. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. The Program Coordinator is considered professional University personnel and is expected to work during student vacation periods unless personal accrued leave is taken or an official university holiday has been designated. The University offers an excellent benefits package, including choices in healthcare, investment opportunities and tuition remission for up to 18 graduate credit hours per calendar year. Of these hours, $5250 in tuition is tax-free. Reserved parking is available upon the individual purchase of a campus parking permit.

To be an official candidate you must apply through the University Human Resources site at [http://www.slu.edu/hr.xml](http://www.slu.edu/hr.xml). To apply, complete online application and submit a cover letter, a resume, and the names, addresses and telephone numbers of three references. The Job Requisition number for this position is S20150463. Preferred start date: February 2016 or earlier, if possible, (start date is negotiable).

Saint Louis University does not discriminate on the basis of race, color, sex, national origin, religion, age, sexual orientation, disability or veteran status. All policies and procedures are administered in a manner consistent with our Catholic, Jesuit identity.

_Saint Louis University is an affirmative action/equal opportunity employer- (AA/EOE) and encourages nominations and applications from women and minorities._ [http://www.slu.edu/x40826.xml](http://www.slu.edu/x40826.xml)

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Updated: October 23, 2015