



Student Activities & Leadership Development Coordinator 2023-2024 Job Description

The Student Activities & Leadership Development (SALD) Coordinators work collaboratively to ensure the creative development of Student Activities & Leadership Development services and programs. They support the day-to-day functioning of the office and all of its subsequent units.

GENERAL EXPECTATIONS | Student Activities & Leadership Development Coordinators must:

- Attend weekly Student Activities & Leadership Development (SALD) staff meetings.
- Work the SALD front desk 8-10 hours per week.
- Meet with SALD Assistant Director one-on-one at least twice a month.
- Collaborate with colleagues on the SALD staff, assisting with various programs and events.
- Assist with HU Lead Pathway program, Student Organization Workshop, Homecoming, Family Weekend, Student Activities Awards, and additional programs as needed.
- Participate in SALD Training, August 10-11, 2023.
- Exhibit strong detail orientation, communication, and organizational skills.
- Demonstrate enthusiasm, initiative, and engagement toward Hamline University and SALD.
- Remain alcohol and drug free when volunteering or working at any and all events sponsored by SALD.
- Represent Hamline University and SALD in a positive manner at all times.

COMPENSATION | Student Activities & Leadership Development Coordinators will receive:

- \$15.00 per hour for office hours at the Involvement Center desk (approximately 8-10 hours per week), meetings, trainings, workshops, and events

TERMS OF EMPLOYMENT

- Employment officially begins on August 10, 2023 and ends May 10, 2024. Hours may be available throughout summer 2023 and 2024 for those interested.
- Time commitment includes 8-10 hours of front desk coverage per week, plus occasional outside commitments depending on specific position and time of year.
- SALD Coordinators are required to be available during summer training, August 10-11, 2023. Staff will also be expected to begin staffing the office regularly throughout the remainder of August as we prepare for the fall semester.
- SALD Coordinators must adhere to Hamline policies and maintain good academic and conduct standing.

CONTINUE READING FOR RESPONSIBILITIES OF INDIVIDUAL POSITIONS.

Operations Coordinator (1 position available)

- Oversee various front desk procedures, including supplies check-out, locker reservations, and office email.
- Manage front desk staff scheduling.
- Maintain, track, and stock office inventory and rental processes.
- Maintain a clean and welcoming environment in the Involvement Center.

Leadership Programs Coordinator (2 positions available)

- Develop and execute the HU Lead Pathway program for a cohort of incoming first year students in collaboration with supervisor.
- Develop and execute Women's Leadership Retreat and Spring Leadership Week.
- Administer team building and developmental opportunities for student organizations, as requested.
- Assist in the development and implementation of leadership development programs across campus.

Student Organizations Coordinator (2 positions available)

- Coordinate communications sent from SALD to student organization leaders.
- Maintain and update student organization related content on the SALD website.
- Coordinate and execute logistics of Fall and Spring Student Activities Fairs.
- Market and implement team building and developmental opportunities for student organizations in collaboration with Leadership Programs Coordinators.
- Market and advertise student organization events in collaboration with Marketing & Graphics Coordinator.

Marketing & Graphics Coordinator (1 position available)

- Develop unique designs for Student Activities & Leadership Development services and programs.
- Consult with SALD Coordinators on design and graphic needs for their programs.
- Oversee planning and implementation of marketing strategies for all SALD programs, services, and initiatives.
- Manage SALD social media.
- Assist with preparation of weekly What's Happening newsletter.