



## **Student Activities & Leadership Development Coordinator 2021-2022 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:**

- Maintain email accounts; check email at least once a day.
- Attend weekly Student Activities & Leadership Development (SALD) staff meetings.
- Meet with SALD Assistant Director one-on-one at least twice a month.
- Consult with their supervisor regarding all programs, contracts, and expenditures.
- Collaborate with colleagues on the SALD staff, assisting with various programs and events.
- Regularly update individual budget and track expenses closely.
- Assist with HU Lead Pathway program, Student Organization Workshop, Homecoming, Family Weekend, Student Activities Awards, and additional programs as needed.
- Participate in SALD Training, which takes place for one week in August.
- 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:**

- \$11.50-\$12.50 per hour for office hours at the Involvement Center desk (approximately 8-10 hours per week), meetings, trainings, workshops, and events
- \$250 of declining balance meal plan funds
- SALD apparel and gear

### **TERMS OF EMPLOYMENT**

- Employment officially begins on August 2, 2021 and ends May 13, 2022. Hours may be available throughout summer 2021 for those interested.
- Hired candidates will be asked to take part in 1-2 transition meetings during spring 2021.
- 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 2-6, 2021. Staff will also be expected to begin staffing the office regularly throughout the remainder of August as we prepare for the fall semester.
- Those with other Student Leader positions (Resident Advisors, New Student Mentors, HUPB Staff, Peer Wellness Educators) are not eligible to serve as SALD Coordinators.
- 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)**

- Develop and execute SALD Coordinator training in collaboration with Assistant Director.
- Serve as peer mentor and resource to SALD Coordinators.
- Oversee various front desk procedures, including supplies check-out, locker reservations, and office email.
- Facilitate front desk scheduling of the Involvement Center (Anderson 319).
- Maintain the What's Happening Google Calendar.
- Maintain, track, and stock office inventory and rental processes.
- Track SALD office expenditures.
- Develop and oversee system for maintaining a clean and welcoming environment in the Involvement Center.
- Previous SALD Coordinator experience preferred.

### **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 student organization registration/renewal for 2021-2022 academic year.
- Coordinate communications sent from SALD to student organization leaders.
- Plan and assist with facilitation of Student Organization Workshop.
- Maintain and update student organization related content on the SALD website.
- Collaborate with the HUSC Student Organization Committee (SOC) and SOC Chair.
- 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.

### **Marketing & Graphics Coordinator (2 positions available)**

- Develop unique designs for Student Activities & Leadership Development services and programs.
- Consult SALD Coordinators on design and graphic needs for their programs.
- Oversee planning and implementation of marketing strategies for all SALD programs and initiatives.
- Manage SALD social media.