



FT Coordinator for Student Activities

POSITION SUMMARY

A full-time, professional academic staff position is available in the Activities, Involvement and Leadership (AIL) office of University Centers beginning August 30, 2019. The working title for this position is Coordinator for Student Activities with an official UW System title of Associate Student Services Coordinator. This is a renewable assignment, contingent upon performance and funding. The salary will be commensurate with experience and qualifications.

The Coordinator for Student Activities provides advisement, leadership and supervision for programs such as the University Activities Commission (UAC) of the Student Senate, the International Film Society, Blu's Organizations Bash (BOB) and other programs relating to student activities. The Coordinator conducts regular meetings of various committees of the UAC and trains and supervises the work of student committee members and volunteers associated with student-initiated programming. The Coordinator has primary responsibility for budget development and management for the UAC and oversight of scheduling and production of programs under the umbrella of student activities in the Office. The Coordinator is an integral part of the team that coordinates the Student Activities, Leadership Development, Marketing, and Arts/Events programming through the AIL office. The team, in collaboration with other university academic and administrative entities, fosters an inclusive co-curricular environment that emphasizes the development of the college student's full potential.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a regionally accredited institution
- Excellent written and oral communication skills
- Effective interpersonal skills
- Experience supervising, managing and advising student employees
- Demonstrated ability to relate to diverse populations including faculty, administrative, community and professional contacts
- Experience preparing and managing budgets
- Experience in event programming within a campus environment
- Demonstrated commitment to diversity and social justice
- Ability to organize and manage time-sensitive details
- Ability to work night and weekend hours

PREFERRED QUALIFICATIONS:

- Graduate work plus two years' experience working in higher education in a student activities environment
- Experience managing group dynamics, establishing performance and behavior expectation, and providing support for individual and team-based goals
- An understanding of student development theory and how it relates to working with college students
- Experience assessing and evaluating programs and events



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PRINCIPAL FUNCTIONS AND DUTIES

- Responsible for upholding University mission, vision and values through dedicated job performance, service excellence, and a commitment to holistic student development
- Create and maintain an inclusive environment free of bias while leading and communicating in ways that champion equity, diversity and inclusivity to meet the needs of an active and diverse student body and campus
- Supervise, advise and manage details of various committees of the University Activities Commission of the Student Senate, the student body programming board. The commission includes the following committees: The Cabin, Concerts, Festivals, Films, Late Night Activities, and Special Events
- Chair the International Film Society Committee and administer all aspects of Campus Film Programming
- Serve as the main contact and organizer for the student organizations involvement fair (BOB) held at the start of each semester
- Act as the primary liaison with offices and departments on details related to scheduling, program, operations and production for the events described above
- Communicate with professional agents and artists regarding details for entertainment contracts related to their events
- Serve as part of the team to spearhead and promote Blugold Connect, our student engagement software
- Develop budgets and exercise fiscal responsibility for assigned programs, most of which are organized activities utilizing segregated student fees
- Collaborate with campus and community stakeholders to provide diverse activities on campus
- Work with student committees and AIL office colleagues to create innovative approaches to programming in keeping with current trends of campus life and the student body

UNIVERSITY and EAU CLAIRE COMMUNITY: UW-Eau Claire, an institution of approximately 11,500 students and 1,400 faculty and staff, is consistently recognized as a top comprehensive university in the Midwest and is widely known as a leader in faculty- undergraduate research and study abroad. We strive for excellence in liberal education and select graduate and professional programs through commitment to teaching and learning and dedication to our core values of diversity, sustainability, leadership, and innovation.

The City of Eau Claire, situated at the confluence of the Chippewa and Eau Claire rivers, is at the center of a metropolitan area of approximately 100,000 people located 90 miles east of Minneapolis/St. Paul. The area features beautiful parks and trails, strong public schools, a vibrant arts scene and local food culture, and abundant recreational opportunities.

APPLICATION PROCEDURE

Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site: <http://www.uwec.edu/Employment>. You must create an account and login before you can apply. If you have not yet registered, click on the "Click here to Register" link to begin the registration process. If you are already a registered user, input your "User Name" and "Password" and select "Login." Click the link to the **Coordinator for Student Activities** position (**Job ID #15748**) and then click the "Apply Now" button to submit your application electronically **no later than Tuesday, August 13, 2019 at 11:59pm**. Your application will not



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be considered complete until all required fields are completed and documents are attached in **PDF format**. Please be sure you have included the following:

- Letter of application
- Resume
- Names and contact information for three professional references

Please direct requests for additional information to Jenni Sterling: SterliJL@uwec.edu or 715.836.5904.

To ensure consideration, completed applications must be received by **8/13/2019**. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. Employment will require a background check. Employment will also require you and your references to answer questions regarding past conduct related to sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See [Wis. Stat. §. 19.36\(7\)](#).

The UW-Eau Claire Police Department is dedicated to maintaining a safe and secure environment for learning and working. Although crime at the University of Wisconsin-Eau Claire is limited, the University Police want students, faculty and staff to be aware of crime on campus and the area surrounding the campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose annual information about campus crime. Visit Campus Security and Fire Report (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/AnnualSecurityandFireReport-2.pdf>)

Also visit our Campus Security Authority policy:

(<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/CleryCompliancePolicy.pdf>)

UW-Eau Claire is an AA/EEO/Veterans/Disability employer dedicated to enhancing diversity, equity, and inclusion.