Leadership Development Program Coordinator
The University of North Carolina at Chapel Hill
Student Life & Leadership
Carolina Union
Student Affairs

The University
The University of North Carolina at Chapel Hill, the nation’s first public university, serves North Carolina, the United States and the world through teaching, research and public service. We embrace an unwavering commitment to excellence as one of the world’s great research universities. Carolina prides itself on a strong, diverse student body, great academic opportunities, and a commitment to service.

Student Affairs at Carolina
Student Affairs serves the University of North Carolina at Chapel Hill in collaboration with academic programs by providing transformational opportunities for students in the areas of student life, health & wellness, leadership & service, and diversity. Student Affairs promotes student success, access, and inclusion by cultivating and leveraging partnerships with faculty, staff, and families as well as local, state, national, and global organizations. We challenge and enable our students to become compassionate and responsible citizens and leaders by fostering an accessible, inclusive, culturally diverse living and learning campus environment.

Commitment to Diversity
Fundamental to the Carolina experience is an understanding and appreciation of diversity. To further this mission, Student Affairs must provide opportunities to learn about diversity in its many forms through its programs and services. We are committed to inclusiveness and accessibility because we serve a diverse student population and strive to foster a work environment that is welcoming to all individuals, regardless of their race, ethnicity, religion, sex, age, sexual orientation, gender identity, ability/disability, socioeconomic class, and national origin.

Carolina Union
The Carolina Union creates safe, inclusive and educational experiences that enable students to maximize their time at Carolina. The many co-curricular programs, services and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization and therefore are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by 50 full-time staff and over 185 student employees, the Carolina Union builds a sense of community as a unifying force on campus and provides students the space and resources needed to put theory into practice. In the office of Student Life & Leadership, our mission is to create an inclusive Carolina community through engagement and intentional opportunities at UNC. Our mission is guided by our core values of authentic connections, collaboration, integrity, life-long learning, and social justice.

Position Description
The Leadership Program Coordinator serves as a member of a larger team of professionals and provides leadership, direction and support through programmatic and strategic efforts for a comprehensive leadership development program. This position will direct and implement ongoing visioning, development and assessment of programs and experiences centered on leadership education. This position reports directly to the Associate Director for Student Life and Leadership. This position will provide mentorship, and supervision to undergraduate and graduate students, and may also serve as an instructor for Leadership courses in the School of Education.
General Responsibilities

65% **Student Leadership Development, Learning, Outreach & Education**
- Provide leadership, direction, and vision for the North Carolina Fellows Program and other associated leadership fellows programs
- Direct and implement curricular and co-curricular initiatives that foster seamless learning, leadership development and success for students
- Design curriculum for Teaching Assistants consistent with the learning outcomes of the course syllabi
- Direct and lead initiatives and experiences to help students understand Student Life & Leadership in their own lives
- Develop and implement new initiatives that result in augmenting and extending leadership and learning
- Develop and implement a student peer-reviewed journal on leadership development
- Develop learning outcomes and goals for initiatives and programs
- Develop an assessment plan that will identify student outcomes and create opportunities that promote learning and leadership within our student population
- Stay current on trends that support student leadership development
- Direct and lead programs that increase student involvement, leadership, and service
- Assist with the implementation of leadership courses and programs as a part of the development of a Leadership Minor
- Serve as an advisor for a unit within Student Government

20% **Department and University Responsibilities**
- Serve as a member of the Leadership Development unit of Student Life & Leadership
- Coordinate with other Carolina Union staff to create sustainable and equitable Learning and Leadership initiatives
- Develop proposals and reports for policy, programs, and other initiatives that align with department goals and objectives
- Serve on a variety of University committees and initiatives to guide best practices for student leadership development
- Identify grant opportunities and funding sources for department initiatives and apply for relevant grants at the local, state, and/or national level
- Participate on Student Affairs, University, and/or community committees, coalitions, task forces, and/or search committees
- As assigned by supervisor, act as a liaison with other specific campus partners
- Contribute to the planning of the Student Life & Leadership budget and determine financial resources needed for initiatives and programs
- Other duties as assigned

15% **Supervision**
- Supervise 1 graduate coordinator
- Supervise 1-2 undergraduate students who assist with the implementation of programs as a part of the NC Fellows Program

Educational Requirements and Experience
A Master’s Degree in College Student Personnel, Higher Education Administration, or College Student Development or related degree is required.

Experience
- 2-3 years of work related experience (can include graduate school), ideally in a higher education environment advising student organizations, leadership development, and/or campus programming.
• Experience in developing learning outcomes, and assessment plans and conducting assessment projects is preferred.
• Demonstrated understanding of issues of diversity; demonstrated leadership and effectiveness in promoting respect and appreciation for diversity and pluralism among students and staff required.
• Ability to utilize technology in the delivery of student programs preferred.
• Commitment to working within an innovative environment that is focused on the education of individuals and groups of college students within a college union setting through the development of cohesive employee staffs and other leadership initiatives.

Preferred Qualifications and Experience

• College Union experience in order to provide familiarity with assessment functions for a student development program is preferred;
• Experience in developing learning outcomes, and assessment plans and conducting assessment projects is preferred;
• Ability to utilize technology in the delivery of student programs preferred;
• Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands;
• Knowledge of student development theory, issues, and trends in the field;
• Working knowledge of best practices in Student Affairs;
• Demonstrated ability in assessment of student services and use of assessment results to make changes that improve the delivery of services and programs for students;
• Strong problem-solving and interpersonal skills and the ability to drive innovative thinking;
• Expertise to develop, articulate and implement a vision for a student activities and leadership development area;
• Experience in assessment of educational outcomes in student activities and leadership;
• Experience with assessing the risk associated with student events and programs;
• Experience working with, and creating budgets;
• Experience working effectively with administrative and academic partners within the University.

Salary
Salary is salary commensurate with education and experience; mid to upper 40’s.

Application
Application materials must be submitted online and include a cover letter, resume, and a list of references. The application and additional information including closing date is available at [https://unc.peopleadmin.com/postings/194216](https://unc.peopleadmin.com/postings/194216). Anticipated starting date is August 16, 2021.

Additional Information
For additional information about this position, please contact Bobby Kunstman, Director of Student Life & Leadership. Additional information about the Carolina Union can be obtained at our website at [http://carolinaunion.unc.edu/](http://carolinaunion.unc.edu/).

The University of North Carolina at Chapel Hill is an equal opportunity employer that welcomes all to apply, including protected veterans and individuals with disabilities.