

Heel Life Coordinator

Student Life & Leadership, Carolina Union

JOB DESCRIPTION:

Under the supervision of the Student Organizations Program Coordinator, the Student Organizations Coordinator supports the Office of Student Life and Leadership as it works with all student organizations to facilitate their use of University resources and to empower students in their provision of services, programs, and activities that enhance the academic experience, extend learning, and build community here at Carolina. The Coordinator utilizes the Student Life portal, provides guidance to student organizations, serves as an involvement coach for individual students, and works on special projects. Students must be able to work within regularly scheduled office hours (9:00am-6:00pm) and evening and weekend hours as needed.

Grade 2, Step 1 or 2 based on experience OPTIONAL (10-12 hours/week; must have availability a minimum of 3 days /week)

<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Host trainings to better utilize Heel Life and map events to Carolina Excellence in Action (CEIA). • Advertise and market the Heel Life site using online and print formats. • Implement outreach strategies to all student organizations (e.g. Go to the pit, attend campus-wide events) • Assist in the planning and presentation of programs (e.g. Heel Life trainings, Officer Orientation, Fall Fest, etc.) • Serve as liaisons to University departments interested in using Heel Life • Perform audits of student organization pages to ensure information is current and provide recommendations to groups on how to maximize use of their pages. • Other duties and special projects as assigned
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Interpret student organization data to inform best practices with students utilizing a large management database of student organizations • Connect transferrable skills gained through this role to professional career goals • Demonstrate communication skills and the ability to interrelate with others • Enhance creative problem solving skills through day-to-day troubleshooting
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> ▪ Management and organizational skills, as well as the ability to relate successfully with students representing a wide variety of backgrounds and interests • Ability to make fast, intelligent decisions based on established policies; ability to make appropriate adjustments as situations arise or change • Preference for experience in college/ university setting, with special preference for work experience in a college union • Knowledge and skill with computer applications such as student organization management software, word processing, and electronic mail is essential. Knowledge of Carolina Union guidelines and procedures
<p>CEIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Interpersonal Development