Leadership Program Coordinator
Student Life & Leadership, Carolina Union

JOB DESCRIPTION:
Under the supervision of the Co-Curricular Leadership Development Program Coordinator, the Leadership Program Coordinator position supports the office of Student Life and Leadership to further the mission of the Office of Student Life & Leadership. The Coordinator plans events, provides guidance to students, and supports departments programs.

Grade 2, Step 1 (8-10 hours/week)

| RESPONSIBILITIES | • Coordinates student attendance for local leadership conferences (i.e. Intersect @ Elon) including marketing, application, interviews, and committees  
|                  | • Coordinates the SLL Outward Bound selection process  
|                  | • Assists with retreats and conferences hosted by the leadership development area (i.e. Presidents Retreat, Bell Student Leadership Symposium, LeaderShape)  
|                  | • Assist in the long-term development of the philosophy of Leadership Development  
|                  | • Coordinate daily office functions; making copies, answering emails, and answering phones  
|                  | • Assist in the planning and presentation of leadership worships, retreats, and program to further the mission and vision of Student Life & Leadership  
|                  | • Other duties and special projects as assigned |

| INTENDED LEARNING OUTCOMES | As a result of employment in this position, students will:  
|                           | • Demonstrate excellent written and verbal communication skills  
|                           | • Exemplify effective facilitation skills  
|                           | • Connect transferrable skills gained through this role to professional career goals |

| REQUIREMENTS | • Management and organizational skills  
|             | • Ability to work with students representing a wide variety of backgrounds and interests  
|             | • Ability to make fast, intelligent decisions  
|             | • Time management |

| CEIA COMPETENCIES | • Communication  
|                  | • Critical Thinking  
|                  | • Interpersonal Development |