

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	<ul style="list-style-type: none"> • 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	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Demonstrate excellent written and verbal communication skills • Exemplify effective facilitation skills • Connect transferrable skills gained through this role to professional career goals
REQUIREMENTS	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Communication • Critical Thinking • Interpersonal Development