

# Student Leadership Coordinator - NCFP

## Student Life & Leadership



<b>Job Description</b>	<p>Under the supervision of the Leadership Development Program Coordinator, the Student Leadership Coordinator supports the Office of Student Life and Leadership to further the mission of the North Carolina Fellows Program (NCFP). The Student Leadership Coordinator supports departmental programs, works on special projects, and provides leadership to the NC Fellows Program.</p> <p><i>The responsibilities of the Student Leadership Coordinator for NC Fellows will be split into two positions: Programming and the Recruitment &amp; Marketing.</i></p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan and implement program events (e.g., monthly seminars, committee meetings, cohort meetings, etc...)</li> <li>• Coordinate End of Year Celebration</li> <li>• Lead program committees. Program committees include: Alumni, Social, Community Engagement, Selection</li> <li>• Assist in the planning and presentation of leadership workshops, retreats, and programs to further the mission and vision of Student Life &amp; Leadership</li> <li>• Assist with marketing and recruitment</li> <li>• Complete daily office functions and administrative tasks</li> <li>• Other duties and special projects as assigned</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Must have been an active participant in NCFP</b></li> <li>• Superior organizational skills</li> <li>• Excellent written and oral communications skills</li> <li>• Ability to work with students and staff representing a wide variety of backgrounds and interests</li> <li>• Ability to make fast and informed decisions</li> <li>• Ability to work both independently and in team settings</li> <li>• Time management skills</li> <li>• Working knowledge of SLL and University resources, programs, and departments</li> <li>• Expected to have availability outside of assigned work schedule for NCFP related programs and events</li> </ul>
<b>Learning Goals &amp; Competency Development</b>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent communication skills both written and verbal</li> <li>• Enhance creative problem-solving skills through day-to-day troubleshooting</li> <li>• Connect transferrable skills gained through this role to career goals</li> </ul>
<b>JobX LEARNING OUTCOMES</b>	<p>Communication; Collaboration &amp; Leadership; Creativity &amp; Problem Solving; Global Perspectives</p>
<b>Available Openings</b>	<p>2</p>
<b>Hours</b>	<p>8-10 hours per week</p>

<b>Hourly Rate</b>	\$9.50
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Sydney Howell
<b>Contact Email</b>	<a href="mailto:sydney.howell@unc.edu">sydney.howell@unc.edu</a>
<b>Work Location</b>	Carolina Union SLL, Suite 2501
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