

Professional Development Coordinator

Student Life & Leadership



Job Description	The Professional Development Coordinator for Student Life & Leadership in the Carolina Union plays an integral role in the co-curricular development efforts of the organization. This position will assist in all aspects of student employment in the Carolina Union, including but not limited to: marketing and recruitment, training and on-boarding, performance evaluations, professional development, database management, and more.
Responsibilities	<ul style="list-style-type: none"> • Direct recruitment, selection, and hiring initiatives for the Carolina Union • Update and maintain employee rosters and dashboards • Co-create orientation, training, and on-boarding events for new student employees • Monitor and manage the CUemployment@unc.edu account • Plan and execute annual On-Campus Student Employment Job-Fair • Support Mid- and End-of-Year Performance Evaluation tracking for student employees • Complete assigned project to-do lists using project management software • Build and maintain archives for completed and on-going projects • Use time in-between projects for individual professional development that can then be shared with student employee peers and professional staff • <i>Other duties as assigned</i>
Requirements	<ul style="list-style-type: none"> • Ability to independently complete tasks and meet deadlines • Proficient and effective written & oral communication • Excellent creative thinking and problem-solving skills • Must be able to give and receive direction and constructive feedback • Practical knowledge of Adobe Creative Cloud preferred
Learning Goals & Competency Development	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Understand basic methods for assessing student learning and development • Use data to report student employment outcomes • Connect transferrable skills gained through this role to career goals
JobX LEARNING OUTCOMES	Communication; Collaboration & Leadership; Creativity & Problem Solving; Global Perspectives
Available Openings	1
Hours	8-10 hours per week
Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020

Contact Name	Jared T. Ward
Contact Email	JaredTWard@unc.edu
Work Location	Carolina Union SLL, Suite 2501
Phone	919.962.6994