# 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
- 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](mailto: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
- *Other duties as assigned*

### Requirements
- 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
*As a result of employment in this position, students will:*
- 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
<table>
<thead>
<tr>
<th><strong>Contact Name</strong></th>
<th>Jared T. Ward</th>
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<tbody>
<tr>
<td><strong>Contact Email</strong></td>
<td><a href="mailto:JaredTWard@unc.edu">JaredTWard@unc.edu</a></td>
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<tr>
<td><strong>Work Location</strong></td>
<td>Carolina Union SLL, Suite 2501</td>
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<td><strong>Phone</strong></td>
<td>919.962.6994</td>
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