

Student Leadership Coordinator - SPARK

Student Life & Leadership



Job Description	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 SPARK program. The Student Leadership Coordinator supports departmental programs, works on special projects, and provides leadership to the SPARK Program.
Responsibilities	<ul style="list-style-type: none"> • Develop and implement SPARK events in alignment with the program’s intended learning outcomes • Assist and support co-leads with cohort events • Coordinate planning for the SPARK First-year Retreat • Coordinate recruitment for the SPARK program • Manage SPARK budget in collaboration with Leadership Development Program Coordinator • Create marketing and social media content for the SPARK program • Contribute to fostering a welcoming and supportive community amongst SPARK participants and leadership • Complete daily office functions and administrative tasks • Other duties and special projects as assigned
Requirements	<ul style="list-style-type: none"> • Superior organizational skills • Excellent written and oral communications skills • Ability to work with students and staff representing a wide variety of backgrounds and interests • Ability to make fast and informed decisions • Ability to work both independently and in team settings • Time management skills • Working knowledge of SLL and University resources, programs, and departments • Mandatory attendance at SPARK First-year Retreat
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Demonstrate excellent communication skills both written and verbal • Enhance creative problem-solving skills through day-to-day troubleshooting • Connect transferrable skills gained through this role to professional career goals
JobX LEARNING OUTCOMES	Communication; Collaboration & Leadership; Creativity & Problem Solving; Global Perspectives
Available Openings	3
Hours	8-10 hours per week
Hourly Rate	\$9.50

Time Frame	Academic Year 2019-2020
Contact Name	Sydney Howell
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