

Student Leadership Coordinator

Student Life & Leadership



Job Description	Under the supervision of the Leadership Development Program Coordinator, the Student Leadership Coordinator position supports the office of Student Life & Leadership to further the mission of leadership development campus wide. The Student Leadership Coordinator plans events, provides guidance to students, and supports departments programs.
Responsibilities	<ul style="list-style-type: none"> • Develop and implement the L.E.A.D. Workshop series • Coordinate planning for the Bell Student Leadership Symposium • Coordinate recruitment, planning and implementation for Carolina United • Assist with retreats and conferences hosted by the SLL • Serves as the on-site coordinator for the LeaderShape Institute® • Create marketing and social media content for the Leadership Development Area of SLL • Coordinates student attendance, marketing, and recruitment for local leadership conferences (i.e. Intersect @Elon, ACC, etc.) • Coordinate daily office functions; making copies, answering emails, • 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 University resources, programs, and departments
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

Contact Email	sydney.howell@unc.edu
Work Location	Carolina Union SLL, Suite 2501
Phone	919.962.7724