



## Student Organizations Graduate Coordinator

Student Life & Leadership  
Academic Year 2024-2025

### **Carolina Union:**

The Carolina Union creates safe, inclusive and educational experiences that enable students to maximize their time at Carolina. The many co-curricular programs, services and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization and therefore are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by 44 full-time staff and over 185 student employees, the Carolina Union builds a sense of community as a unifying force on campus and provides students with the space and resources needed to put theory into practice.

### **Student Life & Leadership:**

Student Life & Leadership (SLL) consists of Carolina Leadership Development, Student Organizations Office, Student Activities that includes the Carolina Union Activities Board (CUAB), Assessment & Student Development, and serves as the primary advisors to Student Government. SLL consists of eight full-time staff, 6 graduate coordinators, and several undergraduate coordinators. Our vision for Student Life & Leadership of the Carolina Union is to empower & transform students, staff, and faculty to create positive sustainable change within our communities.

### **General Description:**

The Graduate Coordinator is responsible for working with the University's registered student organizations in the implementation of group development exercises/workshops as well as assisting in the planning of programs and activities. The Graduate Coordinator will actively develop teaching, facilitation, and consultation skills through organizing group development exercises. This position will actively promote program planning, management/implementation, and evaluation skills with students. The Graduate Coordinator is expected to develop and employ a working knowledge of the resources, services, programs, and activities available at a large, public university, and to facilitate co-sponsorships, shared resources, and reduced duplications of programs and services.

### **Primary Responsibilities Include:**

- Assist in the annual registration process for registered student organizations – managing communication, marketing, and organizational troubleshooting.
- Oversee constitution review periods each semester – supporting Student Organizations Program Coordinator by managing communication to student organizations, marketing, and organizational troubleshooting.

- Advise students interested in starting a new student organization. Review of applications for new student organizations, hold new organization orientation meetings, and providing guidance as necessary.
- Assist in planning and overseeing implementation of special events – S.O.L.E. Summit, Student Organization Involvement Fair(s) – S.O.L.E. Fest, Advisor Outreach Events, Officer Inauguration, Blueprint Workshops.
- Assist with student organization concerns by responding to e-mails and in-person inquiries by identifying specific resources that will provide further guidance and support for resolving their concern(s).
- Increase collaboration with graduate/professional student organizations to address their unique needs.
- Represent Student Life & Leadership at various trainings, involvement, and resource fairs, etc. as requested by other campus offices and organizations.

### **Supervision and Management**

- Work with the Student Organizations Program Coordinator to supervise and develop the student staff that work with registered student organizations. Coordinating and leading the student staff bi-weekly meetings and facilitating team builders.
- Assist with assessment of student organizations (utilization of resources, student organization support trends at other institutions, student involvement data dashboards, types of programs student members and leaders want to see offered, etc.).

### **General Student Life & Leadership Responsibilities**

- Participate as an active member of the Student Life & Leadership team; attend meetings, retreats, trainings, and provide support to major department-wide programs.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

### **Qualifications:**

- An undergraduate degree and enrolled as full-time status in a graduate program for Fall 2024.
- Experience organizing and managing multiple tasks with changing deadlines and priorities.
- Demonstrated experience managing and tracking projects independently.
- Understands concepts of multiculturalism and diversity and how they impact the campus community.
- Demonstrated personal qualities: sound decision making, creativity, organization, time management, diplomacy, and integrity.
- Evidence of drive and initiative as demonstrated by personal experiences and previous employment (must be a self-starter).

### **Terms of Employment:**

#### Period of Employment

- August 1st through May 31st
  - End of period may change based on student status (i.e. cannot work past graduation)
- Option for June employment contingent upon supervisor and director approval

#### Time Commitment

- **Up to 25 hours per week**

- Schedule and hours to be planned, approved, and documented with supervisor.
- Can work up to 525 hours from August 1st – December 31<sup>st</sup>.
- Can work up to 525 hours from January 1st – May 31<sup>st</sup>.
- It is expected that Graduate Coordinators maintain office hours up to 25 hours per week with flexibility allowed for weekend and evening programs.
  - Graduate Coordinators, with supervisor approval, can work more hours per week to provide flexibility to take time off during the following student breaks, fall, winter, and spring.
  - Graduate Coordinators, with supervisor approval, can work less hours per week in order to support academic requirements.

#### Remuneration

- \$16.50/hour
- Bi-Weekly Pay Period (see [UNC Pay Period Schedule](#))

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