

# STUDENT LIFE & LEADERSHIP

SLL

## Leadership Development 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 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 assists with the implementation and management of co-curricular leadership programs in the Carolina Union and collaborates with other entities within Student Affairs and on campus. The Graduate Coordinator will actively develop project management, facilitation, and consultation skills through organizing leadership development retreats, programs, initiatives, and more. This position will actively engage in program planning, management/implementation, and assessment skills with students and campus partners. 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 development of the co-curricular leadership programming in SLL that are typically based in inclusive-based leadership models, such as SPARK, Leadership Workshops, the ACC Student Leadership Symposium, and others.
- Coordinate the annual SPARK Retreat and attend the weekend overnight program in the fall.
- Advise and coordinate the Civic Engagement Working Group in order to establish relationships

and build collaboration between student organization leaders participating in civic engagement work on campus at UNC.

- Conduct program assessment for co-curricular initiatives coordinated through SLL.
- Attend Leadership Educators monthly meetings and contribute to collaborating with campus partners on leadership development with students at UNC.
- Assist with marketing and communication efforts for SLL.
- Assist with other opportunities that arise within SLL, and the Division of Student Affairs.
- Other duties as assigned.

#### Supervision and Management

- Co-supervise and advise 2-4 undergraduate Student Leadership Coordinators in collaboration with a full-time professional staff member. Co-supervision and advising occurs in office and at programs/retreats coordinated by SLL.
- Assist with overall assessment of leadership development programs.
- Assist in continuing development and maintenance of a long-term vision for a growing office while supervising student staff and volunteers in the timely implementation of that vision.

#### General Student Life & Leadership Responsibilities

- Participate as an active member of the Student Life & Leadership team; attend meetings, retreats and trainings, and provide support to major department-wide programs.
- Represent the Office of Student Life & Leadership at various trainings, involvement, and resource fairs, etc. as requested by other campus offices and organizations.
- Support the University community by developing and facilitating various leadership workshops.
- Perform other duties as identified with the supervisor to enhance professional development and/or support the success of program areas/departments.

#### **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, social justice, 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 1<sup>st</sup> through May 31<sup>st</sup>
  - 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 1<sup>st</sup> – December 31<sup>st</sup>
  - Can work up to 525 hours from January 1<sup>st</sup> – 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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