



Student Engagement Coordinator

Pacific Lutheran University

Position Purpose

The Student Engagement Coordinator is an integral member of the Student Engagement/Campus Life team. The Coordinator contributes to student success and a vibrant campus community through advising key student groups (including: Clubs & Organizations and Student Activities Board). This position reports to the Associate Vice President for Campus Life and serves as a division and institution resource related to student leadership development and programming.

Campus Life is a jointly led close collaboration of Residential Life and Student Engagement within Student Life, a Division that strives for improved care and service to students through increased synergies and efficiencies. Through shared departmental leadership, vision and work, the Campus Life partnership enhances student learning, engagement, and success at PLU.

Fundamental Duties

Student Leadership Development

- In conjunction with the Assistant Dean for Campus Life, Co-Curricular Learning & Assessment, facilitate the creation and implementation of a student leadership development plan for Student Engagement and Student Life, to include:
 - Cultivating student leaders and encouraging leadership.
 - Various forms of recognition, including the Student Life Celebration of Leadership.
 - Vocation programming in collaboration with the Center for Wild Hope.
 - Serve as the primary advisor to the Pinnacle Society.

Clubs & Organizations (C&O)

- Serve as primary advisor to C&O leadership.
- Serve as University supervisor of paid positions.
- Meet formally at least once per week with the C&O leadership.
- Monitor programmatic offerings and facilitate assessment of programs.
- Coordinate training for C&O leadership and membership of University clubs and organizations to support learning, personal and role growth, skill development, mutual accountability, and understanding of campus resources, opportunities and expectations.
- Coordinate the creation and maintenance of web and print resources for members and advisors of University clubs and organizations.
- Coordinate training for University club and organization advisors to foster clear understanding of roles and expectations.
- Administer annual club registration process.
- Manage new club formation approval process.
- Advise and assist C&O in the implementation of the semi-annual Involvement Fair, and the Spring Clubs & Organizations Awards process and ceremony.
- Notify campus colleagues of changes in club leadership and recognition status.
- Answer routine questions regarding club registration, budgets, advertising and student event planning process.
- Maintain leadership database and produce regular reports.
- Update and distribute forms and manuals annually.



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Fundamental Duties (continued)

Student Activities Board (SAB)

- Serve as the primary advisor to SAB.
- Serve as University supervisor of paid positions, including evaluation of student leaders in SAB.
- Attend weekly meetings of SAB.
- Meet formally at least once per week with the director and assistant director of SAB.
- Coordinate training for SAB to support learning, personal and role growth, skill development, mutual accountability, and understanding of campus resources, opportunities and expectations.
- Assist in planning and implementation of Homecoming Carnival and LollaPLUza music festival

New Student Orientation (NSO)

- Assist with the planning and implementation of New Student Orientation through selection, training and supervision of New Student Orientation Guides (OGs).
- Coordinate New Student Orientation sessions facilitated by OGs and C&O.

Division/University Student Activities and Programs

- Serve as a resource and connector for student program and leadership activities across the span of the university.

General

- Represent Student Engagement by supervising a Campus Life Intern (Marketing or Assessment) along with the Assistant Director for Residential Operations.
- Collaborate with SEC A in a coordinated approach to leadership development and training.
- Work closely with Administrative Assistant for Campus Life/Student Engagement Programs Assistant on training, implementation and accountability of students for University and department process and procedure.
- Assist with assessment of learning outcomes, services, program evaluation and collection and compilation of information for reporting to key stakeholders and audiences.
- Assist with, support and advise as appropriate additional student groups.
- Serve on campus committees, task forces, and working groups as appropriate.
- Cultivate partnerships and collaboration with PLU campus community.
- Contribute as a full and active participant in Student Engagement/Campus Life, with working knowledge of New Student Orientation, Transitional Engagement, Vocational Exploration and programs, and all departmental programs and events.
- Responsible, along with all Student Engagement/Campus Life, for continuous improvement of services and learning opportunities.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Demonstrated understanding and conceptualization of diversity to include various intersecting identities that include, but are not limited to race, ethnicity, gender, sexual orientation, gender identity and expression, religion, age, ability, socio-economic status and additional salient identities.
- Demonstrated intercultural capacity and strength in designing and facilitating culturally responsive, equitable, and engaging programs and services.
- Demonstrated investment in student engagement, persistence, and success.
- Excellent oral and written communication and presentation skills.



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Knowledge, Skills and Abilities (continued)

- Ability to manage and perform effectively within a highly fast-paced and unpredictable environment while meeting appropriate deadlines.
- Knowledge of current trends in higher education, social justice and equity education, and student success and outcomes.
- Knowledge of Lutheran Higher Education frameworks and understandings of vocation and vocational discernment in a higher education setting.
- Able to collaborate effectively, with strong interpersonal communication, and to build trust and cultivate intentional and varied relationships.
- Ability to work independently with a high degree of initiative and ability to work as a contributing part of a team.
- Budgetary experience.
- Supervisory experience.
- High level of confidence and adaptability with technology.

Required Qualifications

- bachelor's degree and post-undergraduate student activities or related experience (required)

Preferred Qualifications

- Master's degree in College Student Affairs, Higher Education, or related field (preferred)

For Additional Information

- Refer to the Student Engagement Coordinator Search Page (<https://www.plu.edu/student-engagement/>)
- PLU Human Resources Employment Page (<https://www.plu.edu/human-resources/employment/>)
- Contact AVP for Campus Life Tom Huelsbeck (tom.huelsbeck@plu.edu)