



The Office of Student Experience and Engagement is seeking a Student Engagement Coordinator or a Senior Student Engagement Coordinator. This is a full-time (1.00 FTE), 12-month, professional faculty position.

At Experiential Learning & Activities (ELA), we believe that every student should be able to find belonging and creatively express themselves so they can reach their true potential and make valuable contributions to their communities and the world around them. As the hub for student organizations, media, and creative expression, we provide resources, advising and media platforms that helps students of all identities create activities, share stories and build communities that reflect their passions, cultures and lived experiences. ELA comprises of Clubs & Orgs, Orange Media Network (OMN), and the OSU Program Council (OSUPC). ELA is a department of the Student Experiences and Engagement organization within the Division of Student Affairs.

The Student Engagement Coordinator will manage and provide leadership and supervision for the OSU Program Council (OSUPC). OSUPC provides OSU students with zero/low-cost, social events that build community, create a sense of belonging among OSU students and enhance the college experience. The Coordinator is responsible for creating an innovative & collaborative culture around programming that prioritizes the needs of new & first-generation students, and that evolves with the changing nature and characteristics of OSU students. This position requires a dynamic, responsive, caring leader capable of prioritizing tasks, adapting to changes, working independently with minimal supervision, and supporting the needs of students without taking away their autonomy and decision-making abilities.

This position may be filled at one of two levels, Student Engagement Coordinator or Senior Student Engagement Coordinator, if identified qualifications are met. The increased duties of the Senior level are described in the duties section below.

Position Duties

60% – Program & Service Development, Implementation, and Assessment:

- Plan and launch innovative, collaborative events that support OSU students in finding community and belonging, and that target the needs of first-year, transfer and first-generation students.
- Ensure implementation of comprehensive marketing plan for programming and management of all publicity strategies to create campus-wide awareness of events, including creating and maintaining an active presence with OSUPC digital assets.
- Monitor allocated budget and expenses ensuring operations stay within or under budget.
- Responsible for business transactions and processes, including purchasing, procurement and e-commerce systems, and contract negotiation.
- Assume responsibility for administrative tasks for assigned areas including goal setting, committee assignments, reports, and staff meetings. Maintain administrative records.



- Lead in the development of standardized event and activity planning tools, resources, processes, and assessments for unit programming, including general event planning, supervising student staff on contracting, budgeting, marketing, implementation, and assessment of their events.
- Coordinate full cycle assessment, evaluation and strategic planning efforts of OSUPC (e.g. participation, outcomes, program objectives, impact and inquiry) inclusive of written proposals and report writing.
- Utilize databases for tracking OSUPC activities & participation to support data-based decision making and reporting requirements.
- At the Senior Coordinator level duties, additional duties include responsibility for revenue generation for a portion of the budget, including solicitation and development of clients and sponsorships and revenue generating events.

30% – Leadership & Supervision:

- Provide leadership and oversight of programs, events, and initiatives planned by OSUPC.
- Supervise and manage a student staff team, including performance evaluations, training and motivation, personnel actions, and providing programmatic and developmental support.
- Develop, plan, execute, and evaluate a comprehensive fall training program and continuous learning for student staff team focused on event planning and community building, well-being, and future-readiness.
- Integrate equity, inclusion, belonging, and access practices into OSUPC training, events & programs.
- Work collaboratively and build reciprocal relationships with university programs, departments, and student organizations to provide affordable, well-considered, engaging, social campus programming.
- Cultivate and prioritize collaborations and reciprocal relationships with relevant stakeholders and campus partners.

At the Senior Coordinator level, additional duties include:

- Development of Risk Management education, resources, processes and assessments for ELA programming and recognized student organizations.
- Serve as a resource, providing event planning expertise and support to other programs areas in ELA.

10% – Additional Duties:

- Respond to requests of supervisor to best support an emergent, growing program.
- Represent SEE/ELA in communications, presentations, and campus involvement.
- Participate in and/or lead divisional level initiatives as requested by leadership.



- Participate in department/division activities including meetings, retreats, and staff development.
- Participate on or chair committees, task forces, and special projects as a representative for ELA/SEE as requested by leadership.
- Collaborate with professional colleagues to share information for the purpose of enhancing content and delivery of department programs, services, and resources to students.
- Other duties as assigned.

*In your application materials, please address all listed qualifications that you meet, regardless of whether you meet all qualifications required for the Senior Associate level.

Minimum/Required Qualifications

Minimum/Required Qualifications for Student Engagement Coordinator:

- Bachelor's degree in a discipline relevant to the work.
- Demonstrated ability to design, lead, facilitate, and coordinate social events, programs, opportunities, spaces, and/or resources.
- Demonstrated experience with advising or supervising others.
- Demonstrated ability to develop working relationships and collaborations with diverse communities using emotional intelligence and humility.
- Demonstrated commitment to advancing diversity, equity, and inclusion in professional settings.
- Demonstrated effective verbal and written communication skills.
- Demonstrated ability to utilize critical thinking, problem solving-skills, and sound judgement to make complex decisions.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.

Minimum/Required Qualifications for Senior Student Engagement Coordinator (all required qualifications for Student Engagement Coordinator and):

- Two-years of professional experience in event planning, execution, and evaluation.
- Two-years of professional experience in higher education or similar capacity, providing program planning and evaluation. A Master's degree in a relevant field such as Student Services Administration, Education or Adult Learning or Event Planning with a graduate teaching assistantship may substitute for this experience.
- Demonstrated experience with budget development & management.
- Demonstrated experience with contract negotiation.
- Demonstrated experience supervising, mentoring, and developing staff.



Preferred (Special) Qualifications

Preferred Qualifications for Student Engagement Coordinator:

- Master's degree in Student Services, Education, Adult Learning, Event Planning, project management or other relevant field or an equivalent combination of education and related experience.
- Extensive leadership experience as a member of or advising a student programming board.
- Demonstrated experience, knowledge, and ability to create dynamic cutting-edge programs utilizing student development or adult learning theory, including organization, planning, implementation, and evaluation.
- Knowledge in instructional design, learning design and digital education.
- Demonstrated experience with budget management.
- Demonstrated experience with contract negotiation.
- Demonstrated experience with managing group dynamics, establishing performance and behavior expectations, and providing support for individual and team-based goals.
- Demonstrated ability to learn new technological systems and tools.
- Demonstrated experience with website, social media management and other relevant digital assets.

Preferred Qualifications for Senior Student Engagement Coordinator (all required qualifications for Senior Student Engagement Coordinator and):

- Three years professional experience in planning, organizing, and executing large-scale programs and events.
- Three years professional experience in a higher education environment.
- Demonstrated leadership in advancing diversity, equity, and inclusion in professional settings. Demonstrated leadership with assessment and evaluation of programs and events.
- Demonstrated leadership with risk management as it pertains to events & organizations.

Work Conditions/Work Schedule

- Travel to and from meeting & event venues is required.
- This position works primarily in an office environment with frequent interruptions and activity.
- Occasional lifting of up to 25 pounds is required.
- Must be able to work at a computer for long periods of time.
- Due to the services provided by this department, this position may require work outside of typical business hours, especially during special events, for 9-12 weeks each academic year.

The full consideration date has been extended in order to expand the original applicant pool. For full consideration, applications should be received by September 18, 2022.



Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

When applying you will be required to attach the following electronic documents:

1. A resume/CV; and
2. A cover letter indicating how your qualifications and experience have prepared you for this position.
3. Diversity Statement

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Mike Mayers at Mike.mayers@oregonstate.edu

OSU is committed to the health of our local and global community. All employees and students are required to comply with the university's COVID-19 Vaccination Program. Please visit <https://covid.oregonstate.edu/> for additional information about OSU's plans for safety and success, as well as options for compliance with the vaccination program.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Starting salary within the salary range will be commensurate with skills, education, and experience.

The anticipated starting salary will be:

Coordinator \$42-52k /Senior Coordinator \$48k-\$58k

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

Apply: <https://jobs.oregonstate.edu/postings/125111>