



Student Experience and Engagement is seeking a Student Engagement Coordinator. This is a full-time (1.00FTE), 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 provides administrative support to the recognized student organization program on the Corvallis campus, including recognition, training & education, process/procedure management, event planning, organization development and fiscal management. 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.

Position Duties

45% – Program & Service Development, Implementation, and Assessment

- **Assume responsibility for administrative tasks for assigned areas including goal setting, assignments, reports, and staff meetings. Maintain administrative records.**
- **Collaborate with supervisor and Office Manager to develop, manage, revise and support daily and annual functions of the RSO program including annual recognition, club creation, reporting, activity planning, funding, financial management, review and approval of requests/applications, etc.**
- **Serve as a liaison between the University and student organizations, including development, revision, interpretation, and application of university policies applicable to student organizations.**
- **Serve as the liaison between clubs and the Global Community Kitchen in support of SOA Signature Events.**
- **Serve as the primary liaison to cultivate and manage relationships with student organization “hubs” and partners on campus.**
- **Collaborate with OSUPC Coordinator to establish and align standardized event and activity planning tools, resources, processes for RSOs.**
- **Lead in the review, revision creation and update of relevant documents, policies, and procedural documents as needed.**



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- Establish, maintain, and update baseline and scaffolded curriculum and learning plan for RSOs.
- Support the development and management of website, RSO database, social media and other relevant virtual/digital spaces to engage RSO officers and advisors, and to create campus-wide knowledge of RSOs.
- Provide oversight in the planning and implementation of awards and recognition for student organizations.
- Provide leadership for full cycle assessment, evaluation and strategic planning efforts of the RSO program (e.g. learning outcomes, program objectives, impact and inquiry) inclusive of written proposals and report writing.

45% – Leadership & Supervision and Advising

- Advise students regarding RSO management, navigating campus resources and understanding relevant campus policies, processes and procedures.
- Facilitate ongoing training and education for RSO Officers, including development of resource material, the design and implementation of asynchronous learning modules and creation of relevant workshops that support the success of RSOs.
- Establish and maintain an appropriate advising model for faculty and staff involvement with student organizations, including ongoing training and support for student organization advisors.
- Lead with the coordination, setup and staffing of programs and special events, including day-of-event support
- Lead in the management of the SOA Grant program.
- Cultivate and prioritize collaborations and reciprocal relationships with relevant stakeholders and partners in support of RSO processes.
- Supervise and mentor staff who support program operations and provide guidance on day-to-day responsibilities, including, but not limited to annual recognition, new club creation, payment authorizations, funding requests, RSO grants, space reservations, etc.

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.



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- 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.

Minimum/Required Qualifications

- Bachelor's degree in a discipline relevant to the work.
- Professional experience in a higher education environment.
- Demonstrated ability to design, lead, facilitate, and coordinate training and educational programs and workshops and tools.
- 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 judgment to make complex decisions.
- A demonstrable commitment to promoting and enhancing diversity
- 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.

Preferred (Special) Qualifications

- Master's degree in Student Services, Education, Adult Learning, or other relevant field or an equivalent combination of education and related experience.
- 2 years of full-time experience in higher education setting. A Master's degree in a relevant field such as Student Services Administration, Education or Adult Learning may substitute for this experience.
- Demonstrated experience supervising, mentoring, and developing staff.
- Demonstrated experience managing programs, including budgeting and assessment.
- Demonstrated experience with managing group dynamics, establishing performance and behavior expectations, and providing support for individual and team-based goals.
- Demonstrated experience advising college students.
- Demonstrated experience advising student organizations.
- Knowledge of principles of risk management as they pertain to student activities and public events.
- Knowledge in instructional design, learning design and digital education.
- Experience with learning management systems (Canvas/Blackboard/etc.).



- Experience with student organization management software.
- Demonstrated ability to learn new technological systems and tools.
- Demonstrated experience with website, social media management and other relevant digital assets.

Working Conditions / Work Schedule

- Travel to and from meeting & event venues is required
- This position works in an office environment with frequent interruptions and activity.
- Occasional lifting of up to 25 pounds 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 work outside of typical business hours, especially during special events or in response to system problems, particularly during spring term.

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) A 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: Alex Sims at Alex.sims@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.



- The anticipated starting salary will be \$42k-\$52k

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