

Job Level	Senior Program Coordinator for Leadership Development	Professional Level II
Oversight Received	<ul style="list-style-type: none"> <li>* Responsible for marketing and recruitment efforts, such as outreach efforts, coordinating the PLP outreach team, and keeping publications updated.</li> <li>* Propose necessary budget to supervisor, track expenditures and work closely with SLiCE accounts to ensure payments.</li> <li>* Coordinate and deliver outreach marketing presentations to student organizations, classes, residence hall floors, etc., to grow knowledge and impact of PLP.</li> <li>* Independent decision-making on budget allocations in regards to event management. Decisions that require approval include: Proposal of expenditures within the operating budget; project future expenses. Creating course learning outcomes, curriculum, and assessment. Propose necessary budget to supervisor, track expenses, and ensure all payments are made in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited supervision through review of work product</li> <li>• Periodic monitoring of work</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Hire, train, supervise and evaluate undergraduate student staff. Create schedules, assign projects and deadlines.</li> <li>* Coordinate on-going instructor trainings ranging in topics such as facilitation skills, effective classroom management, conflict resolution, etc.</li> <li>* Coordinate weekly instructor planning meetings.</li> <li>* Assess instructor classroom effectiveness and provide information for interdepartmental employee feedback processes.</li> <li>* Maintain academic records related to student academic progress within PLP and Minor, submitting appropriate student progress reports, managing course registrations, completion of registrar forms.</li> <li>* Lead recruitment process for PLP academic courses. This includes all online nomination and application processes, working in AIREs and RamLink, coordinating phone and in-person interviews, interviewing applicants and selecting participants of both incoming high-school students and current undergraduate students interested in participating in PLP.</li> <li>* Create and implement assessment on course learning outcomes as related to CAS standards for leadership development. Analyze data and facilitate discussions to make meaning.</li> <li>* Assist in developing course curriculum that is relevant and congruent with the mission of PLP.</li> <li>* Recruit staff and faculty to submit instructor applications. Work in collaboration with supervisor to select instructors. Ensure appropriate paperwork is filed in a timely manner for instructors payments.</li> <li>* Manage service-learning projects and trip logistics affiliated with courses with the potential to be in attendance.</li> <li>* Be able to serve as a substitute instructor for any course.</li> <li>* Provide leadership and oversight of PLP special events such as the Fall Welcome, PLP Scholars, retreats, marketing events, alumni events, and graduation events.</li> <li>* Complete progress, fiscal and year-end program reports as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies concepts to resolve a variety of problems</li> <li>• Discretion to determine a course of action with review</li> </ul>

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Interaction/ Communication	<ul style="list-style-type: none"> <li>* Serve as an on-call contact during service-learning projects and global leadership experiences to problem solve situations and determine most appropriate course of action for student participants.</li> <li>* Work directly with CSU Admissions Counselors and area High School Counselors to identify qualified students to apply for program. This includes high-ability students through programs such as Boettcher, Daniels, Puksta, etc.</li> <li>* Meet with interested students to coach and prepare them for selection process.</li> <li>* Create and facilitate multiple instructor trainings regarding curriculum content and classroom management skills. Coordinate weekly class planning meetings with all first-year instructors.</li> <li>* Assess and provide feedback on instructors by periodically attending classes. Review instructor feedback provided by students and determine necessary training, skill-building needed. Provide training or coordinate delivery by relevant resource.</li> <li>* Identify University policies and procedures relevant to this position and collaborate with appropriate departments to ensure the safest possible experience for participants.</li> <li>* Foster collaborative, inclusive partnerships with university offices and departments to provide top quality curricular and co-curricular leadership training, education and community involvement opportunities for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates to a broad audience that may be outside of occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* The Senior Program Coordinator for Leadership Development will work primarily with the President's Leadership Program (PLP). This position is responsible for implementing the recruitment and selection of incoming students into PLP, providing oversight and guidance as the lead coordinator for the first year of PLP (3-4 sections/semester), creating and facilitating instructor training, organizing and providing feedback to instructors on teaching and classroom management, planning and assisting in the implementation of a service weekend for each section of PLP. Serving as one of the academic advisors for the Interdisciplinary Leadership Studies Minor, this position will develop and maintain academic records related to student progress, submit appropriate student progress reports, assess core learning outcomes, manage course registrations, registrar forms, and other necessary administrative tasks as needed by the program or University departments.</li> <li>* The Senior Program Coordinator will also work with the SLiCE Leadership Development team engaging in research and development for leadership education, ensuring that curriculum and facilitation for all of SLiCE's leadership programs are current and relevant to today's leadership expectations and needs. The position reports to the SLiCE Assistant Director for Curricular Leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of University policies and systems</li> <li>• Impact is on work team or department</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Master's degree in Student Personnel, Higher Education, Counseling or related field by start date.</li> <li>* Two years full-time, professional experience working directly with undergraduate students in a Student Affairs or Instructor/Faculty-related position.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of University policies and systems</li> <li>• Bachelor's degree</li> </ul>