



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

5154 State University Dr.
Los Angeles, CA 90032

Website:

www.calstatela.edu/usu

Office Hours:

Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Student Development Coordinator
Center for Student Involvement

Workweek Class: Exempt Rate: \$42,228-
\$60,024/year

Work Schedule: 5/40 hours Monday-Friday
Occasional weekend and evening work required

GENERAL STATEMENT:

The Student Development Coordinator will serve as the campus liaison to student organizations; coordinate the registration, recognition, and leadership development for student organizations and advisors; and develop curriculum and facilitate campus leadership education and development programs.

RESPONSIBLE TO: Assistant Director for Student Development, Center for Student Involvement

QUALIFICATIONS:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- A Bachelor's Degree in communications, public administration or closely related field required, a Master's Degree in student personnel services or related field preferred.
- Two (2) years experience in a student union/student activities related position.
- Creativity, high motivation, organization and coordination abilities a must.
- Knowledge of and skill in budgeting, fiscal management and reporting required.
- Knowledge of leadership development theories and adult learning principles.
- Experience in teaching and facilitation for students, staff, and administration.
- Contract negotiation and execution experience required.
- Public Relations and promotion skills required.
- Oral and written communication skills required.
- Knowledge of and commitment to the principles of student development a must.

Ability to motivate and work closely with students required.

- Computer experience a plus.
- Experience in training and development a plus.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Serves as a campus liaison and provides general support to all student organizations, as well as individuals inquiring about starting new student organizations.
- Recruits, hires, trains, supervises, and evaluates two Leadership Development Assistants.
- Distributes and processes student organization recognition and registration materials.
- Conducts orientation sessions with student organization representatives either individually or collectively each quarter to explain University policies and procedures, student organization rules and regulations, and program planning to help increase the success of programs.
- Develops, monitors, and is responsible for adherence to the leadership budget for student organization and leadership programs.
- Monitors, interprets, and enforces campus policies pertaining to student organizations.
- Compiles, designs, publishes, and distributes quarterly newsletter for organizations and advisors.
- Develops and facilitates leadership programs for University community including, Student Leader Awards, Leadership Exploration and Advancement Program (L.E.A.P.), the Leader Project, Leader to Leader Career Development Seminars and the U-Lead workshop series.
- Serves on the U-SET (student employee training) committee to develop and facilitate quarterly trainings for U-SU student employees.
- Creates and distributes weekly and quarterly newsletters for club and organization leaders and advisors.
- Prepares, brochures for Center for Student Involvement as needed.
- Other duties as assigned.

CLOSING DATE:

Review of applications will begin on March 1, 2016 and continue until the position is filled. To ensure full consideration, please email application, cover letter, and resume to:

jobopenings@cslanet.calstatela.edu Link to application: <http://www.calstatelaus.edu/employment>