Duke University  
Division of Student Affairs  
Exempt Position Description

Official Job Title: Student Development Coordinator  
Working Title: same  
Job Code/Level/Family: 1225/10/33  
Department: Dean of Students/Student Wellness Center  
Supervisor: Associate Dean/Director  
Position Status: Full-time, Exempt, Regular  
Staff Supervision: Graduate and/or undergraduate students  
Schedule Note: Frequent evening and weekend work required

Scope of Responsibilities
Provide education and programs within broad areas of community engagement, leadership development, wellness, cultural competency, and/or social action. Develop and deliver training and workshops to students and other members of the Duke community. Advise student organizations. Provide marketing services to promote wellness initiatives and messages throughout the university.

Duties

1. Develop, implement and maintain a harm reduction program regarding sexual health behavior for students incorporating the Socioecological model and Motivational Interviewing technique. Providing screening and education which enables students to develop a plan to reduce unhealthy practice.  

2. Develop and deliver training, workshops, discussion groups, and other programming that will motivate students to practice behaviors consistent with achieving positive self-development in the area of wellness as defined by the university wellness framework. Identify learning outcomes and develop and implement an assessment plan. Modify programs based on assessment results. Primary focus to be Sexual Health of undergraduate and graduate/professional students.  

3. Provide advising, event planning and other guidance to student organizations including, but not limited to, risk management, policies and procedures, and coordination of programmatic efforts. Assist individual students with problem-solving.  

4. Assist with training of graduate and undergraduate interns and student workers. Develop, implement and assess ongoing training for students.  

5. Collaborate with other University departments on programmatic efforts and fostering relationships with faculty and staff partners. Serve on committees and project teams as assigned.
6. Create, coordinate and participate in marketing activities to inform regarding programs and to foster environmental wellness practice including preparation and production of brochures, newsletters, fliers, and other promotional materials for digital display, social media or print production. Develop plan and schedule for release of materials. Maintain a system for communication between all Health/Wellness constituents on campus to streamline services and ensure consistency of message.

7. Other duties and projects as assigned.

General Qualifications
Master’s degree in Social Work, Counseling, Higher Education, Student Affairs Administration or related field of study required. One year of experience in a related setting preferred. Position may require additional expertise and experience relevant to working with specific student populations.

Additional Job-Specific Skills and Competencies
- Knowledge and experience in student advising
- Strong verbal and written communication skills
- Excellent time and project management skills
- The ability to remain productive while multi-tasking with regular and frequent interruptions
- The ability to work well in both team and independent settings
- Attention to details
- Basic understanding of technology tools and social media
- Demonstrated good judgment in shifting priorities
- Skills to establish learning outcomes and assessment measures