Scope of Responsibilities
The Student Development Coordinator position works with the Associate Dean of Students to provide program coordination and support to multiple departmental units that include parent and family programs, student veterans, student organization advising, off-campus outreach and A-Team. This position will recruit, select, hire, train, and supervise any student staff members connected with the Parent and Family Programs Office and its functions. The Student Development Coordinator will support a broad portfolio of services through programming, student advising, and educational outreach.

Duties:

1. Program and Event Planning
   Assist with the planning and preparation of annual Family Weekend program and Parent Orientation program including parent skits, pre-game tailgate, etc. Support overall Division programming efforts, working to create consistency and streamlined outreach to the graduate and professional student population. Design, coordinate, manage, and assess educational programs supporting Veteran students, such as: on-going weekly discussion programs, orientation and specific first year/transfer student veteran events, large scale annual events, and various other veteran programs.

2. Student/Group Advising
   Develop and maintain support mechanisms and resources for student veterans including networks that reach isolated community members. Provide on-going informal advising to veteran students (undergrad and grad students). Advise students and organizations to assist/support students operating within our pickets, protests, and demonstration policy.

3. Education and Outreach
   Host various training and educational events surrounding pickets, protests, and demonstrations, A-team, off-campus expectations. Coordinate and deliver Student Veteran related specific trainings and workshops for student leaders, and staff and faculty who have an impact on the campus climate for students.
4. Communications  
Assist with the development and publication of the online newsletters, resource guides, podcasts, etc. Design, edit, and publish materials distributed to university constituencies internal and external.  

5. Supervision  
Recruit, select, hire, train, and supervise non-exempt, graduate, and undergraduate student staff.  

6. Assessment  
Assess, track, and analyze Division efforts designed specifically to support graduate and professional students. Facilitate all assessment efforts pertaining to our parent and family population.  

7. Other Administrative Responsibilities  
Represent the Dean of Students Office on various Division and University committees. Perform other related duties incidental to the work described herein.  

**General Qualifications**  
Master’s degree in higher education/student services, counseling, or related area and experience including student staff supervision, program administration, student development, advising, and event planning. One year of experience in related setting preferred. Position may require additional expertise and experience relevant to working with specific student populations.  

**Job Specific Skills and Competencies**  
- Excellent written, verbal, and interpersonal skills, including a friendly, professional interaction style is required. Excellent customer service skills.  
- Demonstrated achievement in student organization advising.  
- Program coordination, event planning, and support.  
- Demonstrated effectiveness in working within team environments.  
- Skills relevant to achieving successful relationships with students, parents, faculty, and other staff.  
- Excellent organizational skills, including ability to multitask and prioritize, are needed.  
- Maturity and good judgment/decision making are essential to the position particularly in relation to handling crisis related calls and confidential materials.  
- Fluency with office productivity applications, database management, and web tools.  
- Understanding of university and student privacy regulations and ability to appropriately maintain that information.