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 and deliver training, workshops, discussion groups, and other programming that support the strategic goals of Student Affairs and departmental objectives that will motivate students to practice behaviors consistent with achieving positive self-development in the area of wellness and resiliency. Identify learning outcomes and develop and implement an assessment plan. Modify programs based on assessment results. 35

2. 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. 20

3. Assist with training of graduate and undergraduate interns and student workers. Develop, implement and assess ongoing training for students. 15

4. Collaborate with other University departments on programmatic efforts and fostering relationships with faculty and staff partners. Serve on committees and project teams as assigned. 10

5. Create, coordinate and participate in marketing activities including preparation and production of brochures, flyers, posters 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. 15
Develop plan and schedule for release of materials. Update wellness-focused department's websites and social media outlets (Twitter, Facebook, Instagram, Youtube, etc.) daily. Develop and maintain professional contacts and affiliations with communicators/media to promote the dissemination of news and publicity related to the Student Wellness Center. Serve as liaison with the Student Affairs Director of Communications.

6. Other duties and projects as assigned.

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**General Qualifications**

Master’s degree in in Higher Education, Student Affairs Administration, Student Personnel 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