

Duke University
Division of Student Affairs
Position Description

Official Job Title: Student Development Coordinator
Working Title: Student Development Coordinator
Job Code/Level/Family: 2321 / 10 / 28
Department: University Center Activities and Events
Supervisor: Assistant Director
Position Status: Regular / Full-Time / Exempt
Staff Supervision: Students (approx. 12), 1 Graduate Assistant
Schedule Note: 1st shift; Evening and weekend work required regularly

Scope of Responsibilities

As a member of the UCAE Student Engagement team, the Student Development Coordinator (SDC) for Student Involvement provides student organization support, negotiates contracts and plans and implements signature events. The SDC provides training and leadership development for student organizations and is responsible for helping student organizations excel in the areas of financial oversight, risk management, and organizational operations. The SDC also advises the Student Organization Finance Committee, the primary group on campus responsible for the recognition and funding of student organizations. The SDC serves on the advising team for the Duke University Union (DUU) programming board, and directly advises multiple committees and executive board members. The SDC advises the Launch student team including providing supervision for student employees. Additionally, the SDC provides advising and event planning consultation to student organizations and exercises independent judgment to facilitate and execute well-organized and safe programming opportunities.

Duties and % of Effort

Oversee the annual student organization training and registration process of DukeGroups, powered by CampusLabs. Coordinate and edit the Student Organization Handbook & Advisor Handbook. Oversee signature programs such as the Advisor Academy and First Big Week. Supervise the Student Involvement Intern. (20%)

Serve as the primary advisor for the Student Organization Finance Committee, the primary group on campus responsible for the recognition and funding of student organizations. (20%)

Provide advising and event planning consultation to the Duke University Union (DUU) including, but not limited to, contract negotiation and execution, risk management, and technical event assistance. Serve as the primary advisor for the Speakers & Stage, Campus Concerts, Chief Financial Officer, and Special Events. Assist with Arts Festival planning and execution. (20%)

Supervise and advise the Launch student employees including training and evaluations, providing accountability for staff, and approving payroll. (20%)

Assist with providing advising and event planning support for 400+ undergraduate student organizations. Provide guidance to student leaders on student organization policies and processes. Review and execute student organization contracts. (15%)

Perform other duties as assigned, including executing administrative projects, team assignments, and committee work. (5%)

General Qualifications

Master's degree required in Higher Education, Student Affairs Administration or related field of study. Work generally requires a minimum of one year of experience in student activities advising, student organizational support and program planning at the undergraduate and/or graduate level.