

**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. 30), Graduate Assistant(s)  
**Schedule Note:** 1<sup>st</sup> 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 acts as an advisor to the Arts, related student organizations, and Duke University Union. The SDC provides student organization support, plans and implements events, specifically related to the Arts. The SDC oversees the Arts Annex Front Desk operations and supervises Studio Managers. The SDC provides advising and event planning consultation and implementation to such programs as Arts Festival and Project Arts. Additionally, 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 serves an integral part of Duke's Arts related student organization recognition, training, and leadership development process and is responsible for helping student groups excel in the areas of financial oversight, risk management, and organizational operations.

**Duties and % of Effort**

Supervise the Arts Annex Front Desk and Studio Managers. Supervise student employees including overseeing tasks, providing accountability for staff, and approving payroll. Supervise the Masters of Fine Arts Graduate Assistant(s). (25%)

Serve as the primary advisor for duARTS and Arts Annex Board. (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 VisArts, Freewater Presentations, Coffeehouse, Jazz@, CTO, CMO. (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%)

Oversee the planning and implementation of signature programs and initiatives such as Campus Center Art Collection, Arts Festival, Second Fridays, and Project Arts. (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, colligate art programming, student organizational support and program planning at the undergraduate and/or graduate level.