

Title Graduate Coordinator for First Gen and Events



Department Student Success and Outreach

Purpose Student Success and Outreach, or SSO, provides services to students at Seattle University through various place-based functions, namely the Links, ConnectSU Hub Desk, and the Outreach Center. **The Graduate Coordinator for First Gen and Events (GC-FGE)** serves as an essential paraprofessional staff member of the Student Success and Outreach team and oversees one department-wide effort as well as serve as a direct supervisor to efforts within the department.

The Graduate Coordinator for Programs will oversee major functions in SSO. The individual will be the first point of contact for student staff at the Outreach Center, overseeing the day-to-day needs of the center and responding to student staff needs. They will also coordinate and manage event supply needs. And finally, they will oversee all department-wide efforts to outreach to and support a diverse first-generation population of students.

Essential Job Functions

- (50%) Coordinate first generation support efforts
- (40%) Supervise students and oversee day-to-day functions of the Outreach Center staff
- (10%) Coordinate event supplies and needs, keeping detailed budgets on spending
- (10%) Participate in SSO meetings and events as determined by the Associate Director and other duties as assigned.

Minimum Qualifications

- Demonstrate knowledge of and commitment to serving diverse populations
- Excellent communication skills, both written and oral
- Ability to work well with a team
- Experience in guiding, mentoring, advising, and/or leading student groups
- Demonstrated ability to manage projects and develop programs

Learning Outcomes

- Deepen understanding of commuter student needs & issues
- Recognize and articulate the multiple intersecting identities commuter students
- Adapt student services to specific environments and cultures
- Develop and demonstrate skills in leadership and collaboration
- Establish and enhance professional identity