Position Summary

The Center for Community Engagement (CCE) connects classroom, campus, and community to promote a more just and humane world. The CCE is committed to learning, leading, and living as an anti-racist organization. The Coordinator for Student Leadership (the Coordinator) serves as a mentor, resource, and positive team member.

Reporting to the Director of Campus Engagement, the Coordinator advises a team of undergraduate student employees and provides ongoing support and leadership in engaging students in co-curricular activities, including but not limited to advising, coaching, and training. This graduate assistant position requires significant collaboration and partnership with CCE programs staff, Seattle University departments, and community partners.

Anticipated Learning Opportunities

• Advisory skills: this includes but is not limited to hiring, training, meeting development and leadership, providing ongoing support and feedback
• Collaboration: working closely with professional staff, including participating in meetings and program development
• Public speaking
• Anti-racist practices with consistent, ongoing opportunities for learning and deep reflection

Essential Responsibilities

The Coordinator serves primarily as a member of the CCE’s Campus Engagement Team. Specific responsibilities include, but are not limited to:

• Serve as primary advisor to 10-12 Serve Local Ambassadors: coordinate training, co-facilitate team meetings, and provide ongoing support and feedback
• Collaborate with CCE Student Engagement Manager in managing, organizing, and coordinating a variety of departmental programs and events, including classroom presentations, tabling, info sessions, Welcome Week events, Wellness Week events, and the annual Student Showcase
• Serve as a resource to all CCE student employees, volunteers, and service-learners
• Attend 1:1 meetings with supervisor as well as Campus Engagement Team meetings, CCE all-staff meetings, and retreats
• Serve as a positive representative and resource of the CCE
• Fulfill occasional evening and weekend duties as necessary
• Perform other duties as assigned
Anticipated Work Schedule
This position averages 20 hours per week and some evening and weekend work is required.

Minimum Qualifications and Skills
• Previous experience working with undergraduate students; ability to serve as a positive role model while maintaining professional boundaries
• Desire to engage with CCE staff members in their active commitment to learn, live, and lead as an anti-racist organization
• Organized with the ability to prioritize multiple projects and tasks
• Demonstrated ability to work effectively with a diverse group of people, including current as well as prospective students, staff, faculty, and community partners
• Ability to be creative, collaborative, flexible, and self-motivated
• Ability to work independently and exercise sound judgment
• Possess a passion for working with students
• Willingness to serve on assigned departmental committees (e.g., Welcome Week, iLead Conference, Orientation, etc.)

Preferred Qualifications and Skills
• Previous college-level leadership experience, including program planning and implementation
• Experience with Microsoft Office 365, online community management, and social media platforms
• Sense of humor

Supervisor Contact Information
Julie Hurst
Director of Campus Engagement
Center for Community Engagement
hurstju@seattleu.edu
206.296.2327
https://www.seattleu.edu/cce/