Position Summary
The Outreach Center is a community and resource space for members of the Seattle University community who identify with the first-generation college student experience and the student veteran experience. We acknowledge and affirm our community's multiple intersecting identities, including low-income, international, undocumented and DACA, and graduate students.

The Graduate Coordinator for First-Generation College Student Initiatives (the Coordinator) supports and creates awareness of SU's first-generation college student community. Under the direction of the Assistant Director for Student Success & Outreach, the Coordinator is part of a three-member team within The Outreach Center who work together to provide leadership for first-generation college students and student veterans.

Anticipated Learning Opportunities
• Deepen understanding of first-generation college students’ needs and issues
• Recognize and articulate the multiple intersecting identities of first-generation college students and student veterans
• Adapt student services to specific environments and cultures
• Develop and demonstrate skills in leadership and collaboration
• Establish and enhance professional identity

Essential Responsibilities
• Create, implement, and assess educational and social programming to support first-generation college students
• Work collaboratively with the Assistant Director of Student Success & Outreach on various first-generation college student-related projects, including but not limited to First-Gen Fridays and the First to Soar Peer Mentor Program
• Recruit, hire, train, and provide support to three Outreach Center Advisors. Create and manage Outreach Center Advisor schedules and respond to planned and unplanned changes. Review Outreach Center Advisor timesheets.
• Implement and direct the First-Gen Mentor Program
• Share daily facilities oversight of The Outreach Center, Seattle University’s community and resource space for first-generation college students and student veterans
• Share management of The Outreach Center communications, including but not limited to ConnectSU, The Outreach Center bi-weekly newsletter, and various social media accounts
• Serve as a member of the Veterans Action Committee to discern student veteran needs and collaborate on veteran-related initiatives
• Exercise effective resource management through office supply and food purchasing and tracking, and budget management
• Work with campus partners to make campus resources more accessible to first-generation college students and student veterans
• Research and utilize best practices for first-generation college students to inform daily work
• Represent the department at campus events, such as divisional in-services, admissions open houses, graduate and transfer welcome events, etc.

_The Coordinator may also work on other duties as assigned by the Assistant Director for Student Success & Outreach._

**Anticipated Work Schedule**

The Coordinator must be able to work four days in the five-day work week.

**Minimum Qualifications and Skills**

• Demonstrated 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

**Supervisor Contact Information**

Gretchenrae Campera, M.Ed.
Assistant Director
Student Success & Outreach
camperag@seattleu.edu
206.296.2589
[https://www.seattleu.edu/outreachcenter/](https://www.seattleu.edu/outreachcenter/)