Graduate Coordinator, The Commuter Link
Student Success & Outreach
Division of Student Development

Position Summary

The Collegia Program is a collection of three community spaces on campus that serve our diverse commuter population. The Commuter Link serves as a community space for first-year and sophomore commuter students.

The Graduate Coordinator for The Commuter Link (the Coordinator) will further develop and support initiatives for first-year and sophomore commuter students. Under the direction of the Assistant Director for Student Success & Outreach, the Coordinator is part of a two-member team within The Collegia Program who work together to provide leadership for all of Seattle University’s commuter students.

Anticipated Learning Opportunities

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

Essential Responsibilities

• Oversee the day-to-day operations of The Commuter Link, responding to any needs or issues as needed
• Provide direction and support of educational and social programming for first-year and sophomore commuter students
• Work collaboratively with the Graduate Coordinator for Reidy & McGoldrick Collegia on various commuter-related projects and programming
• Provide shared leadership to recruit, hire, train, and supervise the Collegia Advisor staff, with direct supervision of four Commuter Link student staff. Create and manage The Commuter Link schedule and respond to planned and unplanned changes for The Collegia Program. Review Commuter Link student staff timesheets.
• Implement and direct The Commuter Link Mentor Program
• Manage The Commuter Link communications, including but not limited to ConnectSU and The Commuter Link bi-weekly newsletter
• 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 for commuter students
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**

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