



Graduate Coordinator – Leadership Programs

**Center for Student Involvement
Division of Student Development**

Position Summary

Under the direction of the Associate Director of the Center for Student Involvement (CSI), this position supports the mission of the Division of Student Development to facilitate students' development as ethical leaders and as agents of change.

The Graduate Coordinator (the Coordinator) will be responsible for developing programs and resources to support students' leadership formation. The Coordinator will have a role in liaising with Divisional partners to coordinate our leadership development efforts. As part of the Student Involvement team, the Coordinator assists in the leadership, strategic planning, assessment, and overall direction of CSI.

Anticipated Learning Opportunities

Aligns with SDA Learning Outcomes:

- Understanding students and student issues.
- Adapting student services to specific environments and cultures.
- Utilizing assessment, evaluation, technology, and research to improve practice.

Essential Responsibilities

Leadership Development Programs (90%)

- In collaboration with divisional and University partners, the GC will coordinate:
 1. The Intro to Leadership & Professional Formation Pathway, a track for new students to explore values-driven leadership.
 2. The annual iLead Student Leadership Conference, a shared leadership conference for all chosen leaders.
 3. Red Night Out campus celebration which includes the selection of University awards.
- Serve as Chair of the iLead planning committee.
- Coordinate efforts to help assess leadership in CSI.
- Support the Assistant Director--Clubs and Leadership in advising the Student Involvement Ambassadors.
- Provide students at large with various methods of leadership development and training including in-person presentations, online courses, and roundtable/summit formats.

Additional Duties (10%)

- Participate in weekly staff meetings, retreats, and CSI events.
- Participate in weekly 1-on-1 meetings with supervisor.
- Evening and weekend duties as necessary.
- Other duties as assigned or desired.
- Serve on divisional committees and goal action teams as assigned.

Anticipated Work Schedule

This position averages 20 hours per week. Graduate Coordinators set their office hours during the week and flexing time (with communication/guidance from supervisor) is encouraged. During some points of the quarter/academic year, the Coordinator will be asked to assist with CSI, Divisional and leadership events that will require night and weekend work.

Minimum Qualifications and Skills

- Exceptional written and verbal communication skills.
- General appreciation and understanding of student development.
- Willingness to engage with complex topics, including but not limited to: inclusion and accessibility on campus, financial transparency, and student advocacy.

Preferred Qualifications and Skills

- Extensive teaching and/or facilitation experience.
- Experience working with diverse student populations.
- Experience navigating complex political systems and/or organizations.

Supervisor Contact Information

Michelle Harper Kowalczyk
Assistant Director
Center for Student Involvement
harperkm@seattleu.edu
206.296.2847
<https://www.seattleu.edu/involvement/>