



**SEATTLE
UNIVERSITY**

Graduate Coordinator, Dance Marathon + Club Support

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

Position Summary

The Graduate Coordinator supports the mission of the Division of Student Development which is to advance diversity, provide health and safety, support career and academic services, develop student leadership, coordinate campus activities, explore student ethical development, enforce community standards, and create community both on and off campus. The Graduate Coordinator will co-advise Dance Marathon, a student philanthropic organization that raises money for Seattle Children's Hospital and Cancer Immunotherapy (in partnership with Children's Miracle Network Hospitals). As part of the student involvement team, the Graduate Coordinator assists in the leadership, strategic planning, assessment, and overall direction of the center.

Anticipated Learning Opportunities

- Understanding of students, student issues, law, policy, finance, and governance within the context of student activities.
- Developing and demonstrating skills in ethical leadership and collaboration.
- Adapting student services to specific environments and cultures through a holistic and socially just perspective.
- Ability to communicate effectively in speech and writing.
- Establishing and enhancing professional identity.

Essential Responsibilities

Organization Advising (50%)

- Co-Advise Dance Marathon.
- Attend regular meetings and 1-on-1s.
- Provide guidance for small and large-scale events as well as marketing and graphic design.
- Coordinate assessment and evaluation efforts of events.
- Assist with selection, training, assessment, and accountability of student leaders.
- Attend events as available, which will include night and weekend responsibilities.

Club Support (25%)

- Provide support with club registration, involvement fairs, and club success.
- Meet with student club leaders.
- Provide assistance for the Student Involvement Assistants (front desk student employees).

Tradition Events (10%)

- Work in tandem with campus partners to execute tradition events (i.e. Homecoming and Christmas Tree Lighting).

CSI Team Participation (10%)

- Participate in weekly staff meetings.
- Participate in weekly 1-on-1 meetings with supervisor.
- Assist with CSI priorities, strategic planning, and events.
- Evening and weekend duties as necessary.

Additional Duties (5%)

- Assist with social media upkeep.
- Other duties as assigned or desired.

Anticipated Work Schedule

This position averages 20 hours per week but flexibility is necessary to be successful. Graduate Coordinators set their office hours during the week and flex time (with communication/guidance from supervisor) is encouraged. During some points of the quarter/academic year, this Graduate Coordinator will be asked to assist with CSI, SGSU, and leadership events that may ask for night and weekend work.

This position is typically contracted August-June.

Minimum Qualifications and Skills

- Demonstrated knowledge of the functions of student involvement.
- Show success in mentoring and/or advising students.
- Demonstrate exceptional written and verbal communication skills.
- Must have a general appreciation and understanding of student development.
- Must have a willingness to engage with complex topics including but not limited to social justice, inclusion, financial transparency, intersectionality, diversity, and multiculturalism.

Preferred Qualifications and Skills

- Experience with student programming boards.
- Experience with fundraising or philanthropy.
- Experience with student leadership development.
- Experience working with diverse student populations.

Supervisor Contact Information

De'Andre Jones, M.Ed.

Assistant Director, Events & Traditions

Center for Student Involvement

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