

## **Graduate Coordinator, SEAC + Redzone**

**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 SEAC (Student Events & Activities Council) and RedZone, student organizations that provide campus-wide programs and events. As part of the Student Involvement team, the GC 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 (60%)

- Co-Advise SEAC and RedZone.
- Attend regular meetings and 1-on-1s.
- Provide guidance for small organizational programs 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, will include night and weekend responsibilities.

#### Tradition Events (20%)

- Work in tandem with campus partners to execute tradition events (i.e. Homecoming).
- Provide guidance for SEAC's large-scale signature events (i.e. Fall Ball, Battle of the Bands, and Quadstock).

#### CSI Team Participation (15%)

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

#### Additional Duties (5%)

- 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.
- Success in mentoring and/or advising students.
- Demonstrates 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 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  
[jonesd13@seattleu.edu](mailto:jonesd13@seattleu.edu)  
206.296.6238  
<https://www.seattleu.edu/involvement/>