



## **Graduate Coordinator – Student Government**

**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 co-advise Student Government of Seattle University (SGSU), the official undergraduate student government. 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**

Organization Advising (80%)

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

CSI Team Participation (15%)

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

Additional Duties (5%)

- Other duties as assigned or desired (i.e., Divisional or University committees).
- 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, SGSU, and leadership events that will require night and weekend work.

## **Minimum Qualifications and Skills**

- Demonstrated knowledge of the functions of student activities.
- Proven success in mentoring and/or advising students.
- 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**

- Experience with student governing organization(s) or advocacy.
- Experience working with diverse student populations.
- Experience navigating complex political systems and/or organizations.

## **Supervisor Contact Information**

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